RISK ASSESSMENT AND HEALTH AND SAFETY POLICY

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INTRODUCTION

The Academy is committed to establishing and maintaining a systematic approach to identification, assessment and management of risk to health and safety.

The purpose of this policy is to ensure that risks to the Academy are identified, assessed and managed to it to operate within an acceptable level that has been defined and approved. In order to achieve this objective, the Academy will be required to identify risks and determine how they may be tolerated, treated, transferred or terminated on an ongoing basis.

The Risk Management, Health and Safety policy of the Nest Academy sets out a clear statement, endorsed by the Governing Body, along with responsibilities and armaments in place to ensure the welfare and wellbeing for all.

SCOPE

Nest Academy sets out to provide a straight forward framework document outlining the Academy's policies, organisation (roles and responsibilities) and arrangements for dealing with the risks to health and safety of the existing employees, students and visitors.

AIMS

The policy explains the Academy's underlying approach to risk management and documents the roles and responsibilities of the management and the team, in developing a culture of risk management throughout the Academy.

It also aims at achieving and maintaining the health and safety measure of all the employees, students and visitors. The Academy is committed to ensuring that the many and varied activities that we engage in are carried out responsibly with an understanding of the risks involved and with sensible and proportionate precautions put in place to match those risks. The aim is for continuing improvement in the way that health and safety risks are managed so that they become part of the way of doing business at the Academy.

POLICY STATEMENT

Nest Academy is committed to achieving and maintaining the highest level of health, safety and welfare throughout its operations for all students, employees and visitors. It accepts its responsibilities under the general health and safety measures, guidance and standards. It believes in the integration of a robust health and safety management system which is regularly monitored and reviewed. The Academy accepts its duty as both an employer, and that of a leading provider of education and training, to set exemplary standards for health, safety and wellbeing, and for ensuring that those standards are observed, monitored and reviewed. In doing so, the college requires all staff, learners and others working at, or visiting, our premises to fulfil their health and safety responsibilities always.

The Academy shall fulfil its responsibilities by continual development of the safety management system to:

- ✓ Establish and maintain a safe environment for visitors, safe places of work for learners and staff including safe access and egress.
- ✓ Provide clear leadership, commitment and ownership of health and safety, encouraging a positive attitude towards health, safety and welfare and an acceptance of individual responsibility among employees, students and visitors.
- ✓ Establish, and regularly review, systems of work that are safe and that do not introduce uncontrolled risk to health by ensuring that equipment, storage, transport and welfare facilities are safe, with risk reduced to an acceptable level for employees, students and any other persons who may come into authorized contacts with such plant, equipment of systems.
- ✓ Provide information instruction, training and supervision for all, to enable them to fulfil their responsibilities at all times
- ✓ Implement effective emergency procedures and first aid provision to meet statutory requirements
- ✓ Undertake regular review, consultation and communication with employees and concerned authorities on health, safety and welfare matters.

RISK TOLERANCE

The Academy's approach is to minimise its exposure to reputational, compliance and financial risks.

Reputation

It is regarded as critical that the Academy preserves its reputation at all times. The Academy therefore has no appetite for risk in the conduct of any of its activities that puts its reputation in jeopardy, which could lead to undue adverse local or national publicity, or could lead to loss of confidence by the Irish political establishment or local stakeholders.

Compliance

The Institute places great importance on compliance, and has no appetite for any breaches in statute, regulation, professional standards, ethics, bribery or fraud. It wishes to maintain accreditations related to courses or standards of operation, and has low appetite for risk relating to actions that may put accreditations in jeopardy.

Financial performance and sustainability

The Academy aims to maintain its long term financial viability and its overall financial strength.

RESPONSIBILITIES

Nest Academy sets outs it organisational responsibilities in line with the details mentioned below.

The Management

The Management of Nest Academy has ultimate responsibility to take all measures within their power to make sure that the environment is safe and risks regarding health, safety and welfare of the employees, students and members of the public are maintained at an acceptable level. The management shall:

1. Approve this health and safety policy and any revisions.
2. Ensure that the due consideration is given to the health and safety consequences of any policy decisions.

The Centre Head

The Centre Head has overall responsibility for health and safety within the academy premises and shall ensure the Academy complies with all its statutory duties.

The duty of the Centre Head is to:

1. Provide competent information, advice and guidance to employees regarding emergency procedures, equipment, storage of materials, transport, facilities and safe systems of work.
2. Provide advice and guidance to staff regarding the assessment of risk, provision of information and identify shortcomings in training or information required for proper performance of this policy and make arrangement for the provision of suitable training and information.
3. Investigate reported injuries and dangerous occurrences and circulate appropriate information and suggest revisions to safe systems of work.
4. Consult with health and safety authorities in order to fulfil the academy's responsibilities.
5. Be involved in the planning and organizing of health and safety arrangements, particularly in the introduction of any changes to the workplace design, working practices or new technology that may affect the health and safety of staff.

The Senior Management Team (SMT) assists the Centre Head to ensure that the Institute complies with all its statutory duties to:

1. Reviews the risk registers and implement the health and safety policy.
2. Ensure sufficient resources allocated to health, safety and welfare issues as to ensure that legislative standards are met, and where reasonable, exceeded.
3. Be aware of developments in legislation and shall accordingly allocate additional resources where necessary.
4. Ensure that health and safety is accorded with appropriate priority in all of the academy's activities.
5. Ensure that major issues of health, safety and welfare are discussed and resolved at the appropriate SMT meeting.
6. Appoint sufficient competent persons to undertake specific tasks required of this policy.
7. Ensure that sufficient resources are allocated for the provision of any training required by relevant legislation or by this policy.
8. Guides and oversees the development of the risk management policy.
9. Oversee the development and implementation of processes to support the identification, assessment, management and reporting of risk.
10. Review the risk register(s) produced to ensure that risk management policy and guidance have been consistently adhered to in all academic and administrative functions
11. Report to the Board and Audit Committee
12. Monitor the effectiveness of risk management
13. Promote the ongoing enhancement of risk management processes

All academic and administrative staff has responsibility for risk management.

The responsibilities in this regard may include;

1. Own and manage risks delegated in the risk registers.
2. Comply with controls as stated in risk registers.
3. Escalate control gaps / weaknesses.
4. Participate in the formal risk management process as required by those charged with overseeing and managing the risk management function.
5. Report systematically and promptly to the chief risk officer any perceived new risks or failures of existing control measures.

Heads of Learning, Study Programme Leaders (SPLs) and Team Leader

Managers are delegated responsibility for the safety of their staff and shall:

1. Ensure their department conducts its processes in a safe manner.
2. Ensure that risk assessments are carried out and regularly reviewed on activities or services delivered within their department.
3. Ensure that all equipment deployed in their department is regularly checked and maintained.
4. Ensure that all courses run to educate students are run in a safe manner and good practices are maintained at all times.
5. Ensure the competent persons are employed to work within their departments and that staff are fully trained to undertake their role

Members of staff:

Members of staff have the responsibility to promote health and safety and to cooperate with the SMT, Heads of Learning and Business managers to achieve a healthy and safe workplace. All members of staff must:

● Take reasonable care for their own health and safety.
● Consider the health and safety of other people who may be affected by their acts or omissions.
● Work in accordance with information, instruction and training provided.
● Refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons.
● Report any hazardous defects in tools and equipment, or shortcomings in the existing safety arrangements to a responsible person without delay or via the Health and Safety Team Leader.
● Not undertake any task for which authorisation and/or training has not been given.
● Immediately report all accidents, incidents, hazardous condition, dangerous occurrence or near misses and any inadequacies in any safety equipment to their line manager.
● Be familiar and comply with procedures for emergency evacuation of the building where they work.
● Be familiar and comply with lock-down procedures of the building where they work.
● Be reminded that their failure to comply with this policy, either by their actions or inaction, may make them liable for action under the Academy's disciplinary procedure.

Health and Safety of Students

All staff directly involved with student teaching or welfare is responsible for the day to day health, safety and welfare of students.

Students are required to take all reasonable care to ensure that their actions do not endanger themselves or others. Whilst it is the responsibility of the institute to provide and maintain equipment that is safe, students should not use any equipment they consider to be unsafe and should report it immediately to person in charge. Students must:

1. Ensure that they are familiar with the relevant health and safety information and safe operation procedures in their curriculum area;
2. Not undertake any procedure unless authorised to do so;
3. Cooperate with staff regarding health, safety and welfare matters.

RISK MANAGEMENT PROCESS

Risk management is the systematic application of management policies, procedures and practices to identify, assess and manage risk effectively while reporting to the relevant stakeholders of the Academy. There are six phases to the process as follows:

Risk analysis

Risk analysis is performed at least [each quarter / each semester / twice yearly] to facilitate the analysis of new and existing risks faced by the Academy. The risk analysis is conducted using a combination of bottom up and top down reporting across the following risk categories:

➢ Strategic risk
➢ Reputational risk
➢ Compliance risk
➢ Financial risk
➢ Operational risk (including Health and Safety).

A risk detailed on the risk register should be concise, self-explanatory, and should deal with only one risk. The Academy is required to maintain an up to date risk register detailing the key risks specific to their area.

The Quality Assurance Manager will be responsible for maintaining an up to date Academy Risk Register which contains high level risks to the Academy along with any relevant risks identified within the Academy and Functional Risk Registers.. Individual managers remain responsible for managing risks in their respective areas. The process of updating of the Institute Risk Register may also be triggered at any stage during the year if a new risk is identified that warrants immediate attention.

Gross risk assessment

Following the risk analysis, the gross (inherent) risk rating of each risk within the risk register will be assessed. The impact and likelihood of the gross risk will be assessed prior to the consideration of any controls or actions taken by the Institute to manage the risk. An overall gross risk rating is assigned based on the product of the impact and likelihood scores. The assessment of gross risk is recorded on the risk register.

Identification of controls

Following the Gross risk assessment, the controls in place to manage each risk are assessed. Each control is designed to reduce exposure to the risk by preventing a negative outcome from occurring or detecting that it has occurred and ensuring corrective actions are taken. Controls reduce exposure to risk but cannot eliminate it in full. As good practice, the assessors should seek to identify a mix of preventative and detective controls. Controls identified are recorded on the risk register. The controls in place should be assessed to determine if they remain relevant and to determine if new controls could also be included. This step is applicable to the Nest Academy and Functional Risk Register as well as the Institute Risk Register.

Net risk assessment

Following identification of controls, the net (residual) risk rating of each risk is assessed. The impact and likelihood of the net risk is assessed after consideration has been given to the effect of controls identified on impact and likelihood. Where controls have been identified as having changed since the last review it is likely that there may be a change in the net risk assessment.

Monitoring and reporting of the Risk Management Plan

Risk monitoring and reporting procedures are required to ensure an effective risk management plan and process is maintained on an ongoing basis.

Each twice yearly period, on completion of steps the Academy and Functional risk registers and a report detailing the trajectory of any changes in the top 10 risks are submitted to the Director within 30 days of the review period end.

The Audit Committee

The Audit Committee reviews and monitors at a high level, the effectiveness of processes for managing risk. The Committee should have risk management as a periodic standing agenda item at its meetings and should exchange information with the Board, Internal Audit and the Chief Risk Officer regarding the effectiveness of the risk management system.

The Audit Committee should:

➢ Review and monitor the effectiveness of the system of risk management.
➢ Approve the risk based internal audit plan.
➢ Provide guidance to the internal audit function focusing on key areas for review

PRINCIPLES OF RISK MANAGEMENT PROCESS

The risk management processes will be developed, monitored and enhanced under the guidance of the Risk Management Group taking account of the following principles:

➢ The risk process and enhancements will be communicated and rolled out with appropriate support to all levels of College.

➢ Risk management will be embedded within normal management processes so that risk issues are owned and managed by those involved in the day to day running of Academy at academic and administrative levels. This will entail the coordination of operational strategic and business planning with risk identification, assessment and management at unit level across Institute as well as a top down assessment of risk.

➢ In identifying risks regard will be had to all possible internal and external sources of risk including strategic objectives, compliance obligations, and governance risks and covers all academic and operational activities.

➢ In assessing risk levels, the effectiveness of existing controls in place will be assessed.
➢ A common system for assessing risk will be established across all areas.
➢ All risks will have named individuals as risk owners.
➢ All actions will be regularly monitored and progress reported to the Director.
➢ The Quality Assurance manager will monitor and report at regular intervals throughout the year on actions to manage risk.

HEALTH AND SAFETY ARRANGEMENTS

It requires employers to establish procedures to ensure their safety policy which is:

● Planned, implemented and acted upon
● Monitored and reviewed, to determine its success or otherwise, and
● Audited to judge whether the whole safety management approach is appropriate and relevant.

First Aid Arrangements

The Nest Academy will be responsible for ensuring that there are sufficient and suitably trained and competent first aiders. First aiders are responsible for maintaining an adequate stock of first aid supplies and undertaking regular checks.

Health and Safety Accident/Incident and Near Miss Reporting

Health and safety accidents/incidents include injuries, dangerous occurrences, occupational ill-health and violent incidents which cause injury or illness to persons, damage to property or a combination of both.

There is an established reporting system for accidents/incidents and near misses. Staff and students are required to report any accidents/incidents including minor accidents requiring first aid treatment to be recorded on the accident/incident reporting system.

Fire Precaution and Emergency Arrangements

The academy will ensure that all the fire precautions to be put in place 'where necessary' and it places an onus on the responsible person who may be the employer, owner or occupier of premises to carry out fire risk assessments and to comply with fire safety duties.

The Centre Manager will be responsible for undertaking a daily walk through of the workplace to ensure that the arrangements provided are adequate and sufficient for fire safety and that all persons can get out of the building in the event of an evacuation.

Emergency Procedures:

There are established emergency evacuation procedures that outline the evacuation process to ensure all staff, students and visitors both able and disabled, can leave the buildings safely in an emergency.

All new members of staff shall receive information and training and evacuation in accordance with the induction checklist during their first week of employment. After this, staff and students are responsible for making themselves aware of the buildings they work and study in and for ensuring that they aware of emergency exits.

Training and Competence

Health and safety training will be arranged during work time for members of staff according to the level of responsibility and the tasks they carry out.

The arrangements for the provision of health and safety training shall be reviewed periodically. In order to secure the health and safety of members of staff and students, a health and safety induction will be provided alongside appropriate and relevant training to all new members of staff.

Managers, advised by the health and safety team, are responsible for delivering health and safety induction in accordance with the induction checklist to new members of staff during their first week of employment.

Students will be inducted at the Big Welcome at the beginning of each year and student tutors and lecturing staff are responsible for providing students with adequate health and safety information and training at initial induction. This must include general college procedures i.e. fire and evacuation, accident reporting along with specific training for their course.