



Corporate Assessment of Risk (CAR)

Completed: October 2023 (v1)

Rvw frequency - Annually in line with policy review

| Assessment Overview |
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| <p>The Management of Health and Safety at Work Regulations 1999 (MHSWR) make a specific requirement for the assessment of risks appropriate to the business undertakings and their recording in writing where there are 5 or more employees. The moral and financial duty of care makes it necessary for the business to use the corporate assessment of risk (CAR) to assist it, and those who are directed to support the business, to discharge their corporate responsibilities diligently and effectively.</p> <p>The principal driver for the CAR will be the requirements under the MHSWR Reg 3-(1) & 5-(1) in particular, and the standards and practice outlined in the following documents http://www.hse.gov.uk/pubns/indg275.htm and http://www.hse.gov.uk/pubns/indg417.htm as well as HSE guidance www.hse.gov.uk/leadership</p> <p>Big Creative Training Ltd is a unique not for profit work-based learning provider specialising in the creative industries. BCT were founded in 1999. Our Mission, 'to transform the lives of young people through inspirational teaching, and by providing exceptional access to career opportunities in the creative industries'. Specifically, to: 'Develop Talent, Create Careers, Transform Lives'. BCT operates contracts in 16-19 Study Programmes, Apprenticeships, Adult Learning and Alternative Provision.</p> |

| Area of risk/corporate consideration – <i>n.b – this may be supported by a company risk register</i> | Risk owner – <i>normally the policy signatory and the board/board members.</i> | People and/or areas of business affected | What are we already doing to mitigate & lower the risk? | What further action is necessary to reduce risk to an acceptable level? | Notes/responsibilities and target dates. |
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| 1. Health and safety policy-general statement. – lack of policy which is up to date and fully reflective of the business undertakings | Managing Director | Employees, learners, partners, members of the public. | Core policy and general statement in place, agreed and signed off at board level | Ensure communication of policy and commitment to it. Consider evaluation and monitoring at key stages. | |



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| <p>2. Health and Safety policy-organisation. – an absence of duties being allocated demonstrating individual and collective responsibilities.</p> | <p>Managing Director</p> | <p>Employees, learners, and partners.</p> | <p>Organisational responsibilities for individuals and key groups agreed and signed off as part of core policy</p> | <p>Communication of responsibilities in regard to health and safety and the allocation of key duties will be essential to establish overall effectiveness.</p> | |
| <p>3. Health and safety policy-supporting procedures and arrangements. – the need for arrangements and supporting procedures to fully reflect the businesses undertakings allowing the policy itself to be fully discharged.</p> | <p>Facilities Manager Employer Engagement Manager Work Experience Manager Deputy Director of Study Programmes</p> | <p>Employees, learners, partners, members of the public.</p> | <p>ongoing review of apps 1 (procedures) and specifically appendix 2 (arrangements and supporting policies) is necessary up to the first full review of the health and safety policy</p> | <p>Ensure synergy through shared operational arrangements and currency of all appropriate procedures and supporting arrangements.</p> | |
| <p>4. Health and safety management system (HSMS) – an assurance that the policy and its supporting organisation and arrangements are part of a auditable system</p> | <p>Director of Operations Facilities Manager</p> | <p>All business operating areas, all people covered by policy.</p> | <p>Requirements for reference to a HSMS is built into the core policy. Core policy has been signed off and agreed at board level.</p> | <p>Continue to evaluate at formal reviews that the HSMS reflects the total organisational requirement for the company, including sub-contractors, and that its effectiveness can be appropriately monitored and measured. Consideration for annual audit to support full policy review..</p> | |
| <p>5. Corporate Assessment of Risk (CAR) – an evaluation of the risks to the business form key operational areas either by lack of process or defect/shortcomings in it and its effectiveness.</p> | <p>Managing Director</p> | <p>All business operating areas, all people covered by policy</p> | <p>CAR is targeted at directing the business through the board to support and strengthen the HSMS and assist in securing legal compliance. CAR is outlining responsibilities and links to other areas of the HSMS.</p> | <p>Make sure the CAR is reviewed in conjunction with the annual health and safety policy review through allocated responsibilities at board level. Ensure that all actions form risk assessments are kept under review with effective reporting to board/senior management.</p> | |



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| <p>6 Supporting business risk assessments – an assurance that where hazards exist in the business and cannot be removed that an assessment of their impact on the business and undertakings is in place</p> | <p>Facilities Manager Employer Engagement Manager Work Experience Manager Deputy Director of Study Programmes</p> | <p>All business operating areas, all people covered by policy</p> | <p>There should be continued synergy between all risk assessment processes and their recording in support of the health and safety policy</p> | <p>Ensure format for, and determination of all risks in the business are recognised by key duty holders, and continues to evolve to meet the requirements of the business and the changes that take place. Responsibility, including competence to be determined.</p> | |
| <p>7. Health, safety and well-being of learners – recognising that there is legal, regulatory and contractual guidance to demonstrate the need to commit to effective health and safety practices which are learner focused</p> | <p>Facilities Manager Employer Engagement Manager Work Experience Manager Deputy Director of Study Programmes</p> | <p>All learners</p> | <p>Policy and procedure outlining duties and process, contracts and agreements in place, sufficient and competent people in roles.</p> | | |
| <p>8. Personnel and competence – ensuring that the business is able to deliver its business objectives and commitment to health and safety as determined by law, regulations and contract.</p> | <p>Managing Director Director of Operations</p> | <p>Employees, learners, sub-contractors, partners, members of the public.</p> | <p>Selected training via online platforms, updates and advice on key areas, Consideration of formal training for facilities manager.</p> | <p>Keep under review and record as appropriate.</p> | |



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| <p>9. Contractual Compliance – lack of duty of care to the requirements of health and safety contractual compliance places business at risk where audit/inspection demonstrated non-compliance</p> | <p>Managing Director Director of Operations</p> | <p>All business operating areas, all people covered by policy</p> | <p>Agreements and contracts in place. Suitable and sufficient competent people at board level and below to manage and engage.</p> | <p>Contractual relationship with commercial partners and relationship with employed and non/employed learners to be fully evaluated and all arrangements implemented and monitored</p> | |
| <p>10. Sub-contractors/partner organisations – loss and/or lack of statutory and contractual compliance</p> | <p>Managing Director Director of Operations</p> | | <p>Improved and reviewed procedures and arrangements in place. Sub-contractors to adopt BCE policies etc</p> | <p>Ensure effective monitoring and dialogue with sub-contractors in line with policy and arrangements.</p> | |
| <p>11. Insurance. – making sure that insurance cover is sufficient and that requirements of insurance provision are met when tested by claim/loss.</p> | <p>Managing Director</p> | <p>All business operating areas, all people covered by policy</p> | <p>Suitable and sufficient levels of insurance in place to cover all operating areas of the business and all its undertakings.</p> | <p>Review of effectiveness of cover to be reviewed prior to renewal and against any loss and/or claims covered by the health and safety policy</p> | |
| <p>12. Accident reporting and investigation. – recognising that a pro-active approach through all preceding indicators is essential to prevent accidents and loss but procedures are required to report, record and investigate as part of legal and contractual commitments.</p> | <p>Facilities Manager</p> | <p>Employees, learners, sub-contractors, partners, members of the public.</p> | <p>Written procedures and arrangements in place</p> | <p>Arrangements and procedures to be fully briefed to all employees. Arrangements for monitoring and evaluation to be introduced.</p> | |

Review.
 11/03/22 – Closing review by Tudor R Williams CFIOSH of DTD training Ltd. Updated and amended key sections in line with ongoing discussions and company requirements.

Risk Assessment completed by: Tudor R Williams CFIOSH

Approved and Accepted on behalf of BCT



Signed: *Tudor R Williams*

Date: 11/03/22

A Michael

Date: 15/08/2023

| Last updated | Next review | Person responsible |
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| Sep 2023 | Sep 2025 | AM |