Competency title	Risk Assessment (Health and safety core competency No 3a)
Who requires this competency?	All managers, headteachers, team leaders, supervisors and nominated employees required to undertake risk assessments.
Knowledge and understanding required	• Understand their role in undertaking risk assessments in line with the requirements of the county council's Risk Assessment guidance and arrangements. • Understand the difference between a hazard and a risk. • Understand and apply the hierarchy of risk control measures by indentifying suitable precautions to eliminate hazards or otherwise control risks that hazards pose. • Understand the HSE's approach to risk assessment and controlling risks in the workplace. • Undertake general risk assessments in accordance county council guidance and documentation and recognise when specific risk assessments are required, such as, DSE, manual handling, lone working, etc. • Have the practical skills necessary for adapting and applying risk assessment techniques to a wide variety of areas at work. • Understand record keeping requirements and implications and the need to communicate the risk assessment outcomes to employees and others affected.

How can the competency be acquired?	• By successfully completing the Risk Assessment eLearning; or
	• By attending a health and safety briefing on risk assessment; or
	• Schools that buy into the Health and Safety SLA can request a risk assessment support visit from their allocated Health and Safety Officer as part of their SLA day.
	
	To access the corporate eLearning system please use the relevant link:
	   • County council services: https://lancashire.astute-elearning.com
	   • Schools: https://lccschools.astute-elearning.com
	
	Regardless of which way the competency is acquired you must also familiarise yourself with the content of the risk assessment web pages on the Health, Safety and Quality website on the Intranet or Schools Portal.
	
	The eLearning should be sufficient for most employees requiring the competency. However, if required this can be supplemented by a briefing or support visit by the Health, Safety and Quality team, or by attending a face-to-face training course (delivered as part of the Core Health and Safety Competencies 1 day course). Briefings and support visits can be arranged by contacting the Health, Safety & Quality Team. **Schools please note:** briefings and support visits are provided under the terms and conditions of a Service Level Agreement.
	
	3 yearly refreshers are required to retain competency. This can be achieved via any of the options mentioned above.

How will the competency be evaluated?	• The eLearning includes an evaluation of the individual's understanding of the subject material. • Health and Safety Officers delivering briefings and support visits will

	assess the individual's understanding of the subject material and their ability to apply it. • Line managers will evaluate competency at performance engagement (PE) sessions and identify any further training or development required to attain or retain competence. • Subsequent evaluation of the continuing effectiveness of the course learning objectives by line manager. • As part of health, safety and wellbeing audits the competency of individuals involved in these activities will be monitored.
Who to contact if you have a query	Health, Safety and Quality team - contact details – Intranet or Schools Portal
For details of how to access the various types of learning and development on offer including programmed training see the Health, Safety and Quality team's Learning and Development webpage by clicking the relevant link – Intranet or Schools Portal	