**Risk Assessment Policy**

**Purpose**

The purpose of this policy is to set out the procedures the Trust takes to ensure the safety of staff, students, volunteers, children and visitors to the Trust’s premises, and on activities carried out by the Trust at various venues.

Risk assessment is a pivotal concept in health and safety risk management. However, it is often seen as a bureaucratic or a complex process. Neither is true. Risk assessment is a valuable tool in preventing and controlling risks in the workplace, helping with the planning of work, the development of safety procedures and reducing the number of accidents in the workplace. It is also a statutory requirement and failure to comply would leave the Trust vulnerable to enforcement action, with costs to the Trust in terms of fines, increased insurance premiums and the loss of reputation and business.

This policy sets out the legal context of risk assessments and clarifies the risk assessment process for those required to undertake them. Key requirements of the policy are;

• All significant hazards must be risk assessed.

• Risk assessments must be reviewed regularly.

• The Trust must maintain a risk assessment register.

• Everyone must take responsibility for, and take an active role in, the risk assessment process, including; Managers, Practitioners and support staff.

**Policy**

The Trust is committed to achieving and maintaining the highest standards of health and safety for all employees, students, volunteers, children and anyone else who may be affected by the Trust’s activities. This is to be accomplished by;

• The identification of all significant workplace hazards.

• The identification of anyone who may be exposed to the hazards and how they may be harmed.

• The evaluation of the risks to which employees, students and others are exposed.

• The selection and monitoring of realistic and practical preventative and control measures to ensure safety in the workplace, and,

• The recording and regular review of assessments.

Risk assessments must be carried out by competent people; e.g. those with the necessary training, experience, knowledge, skill etc.

Risk assessments must be recorded, (hardcopy or electronically), and must be accessible, available for inspection upon request.

Risk assessments must be reviewed regularly. The review period depends on the hazards associated with the activity, the level of risk associated with them, the number of people affected etc.

**Scope**

The Trust is a community charity which conducts a wide range of activities. This policy document sets out how the Trust will identify and manage risks associated with all significant hazards associated with the Trust’s activities that may affect the health, safety and welfare of staff, students, volunteers, children and others.

**Legislation**

The Health and Safety at Work Act 1974 (and its amendments) imposes a duty on employers to carry out suitable and sufficient risk assessments of all significant hazards in the workplace in order to identify the risks to employees and those who may be affected by, or have a connection with, any work activity.

**Responsibilities**

It is the responsibility of the designated Health and Safety Officer to:

* Ensure suitable and sufficient risk assessments are completed
* Ensure that specific risk assessments are completed for young people (students etc.) who may have limited experience or knowledge of safe working practices.

• Draw up prioritised action plans and implement findings of risk assessments.

• Ensure senior managers are aware of, and are provided with, sufficient resources for the implementation of any action plans.

• Ensure the findings of risk assessment are communicated to employees and others as appropriate.

• Ensure employees work in accordance with findings of risk assessments and that they are appropriately informed, instructed, trained and supervised.

• Ensure risk assessments are recorded and are kept available for inspection for their areas of responsibility.

• Ensure risk assessments are reviewed regularly, e.g. after a case of ill health, an accident or near miss, where processes or personnel change, where legislation changes, where the risk assessment is considered no longer valid and where the review date has been reached.

• Ensure an up-to-date risk assessment register is maintained to facilitate efficient monitoring and help establish whether risk assessments have been carried out comprehensively across all activities.

**Employees**

• Work in accordance with safety procedures, standards, instructions and training and findings of risk assessments.

• Inform line managers of any difficulties or concerns with work practices, defective equipment, the working environment or findings of risk assessments.

• Advise line managers of any change in circumstances which may affect their ability to work safely or which may affect the findings of risk assessments.

• Make themselves fully aware of their responsibilities.

• Report to management any personal conditions which may put them at greater risk when carrying out work activities.

• Report to a responsible person any problems relating to their work activities along with any shortcoming they believe exist in the arrangements made to protect them.

**Risk assessment register**

The designated Health and Safety Officer shall create and maintain a risk assessment register. This will be a central single repository for all risk assessments. A copy shall be available for inspection at any time.

The register will also:

• Identify common assessments, allowing best practice to be shared through a consistent approach and easy exchange of information.

• Highlight assessments that are due for review.

• Track outstanding actions arising from the risk assessment.

• Target key areas for audit.

• Provide an effective monitoring tool for senior management.

**Monitoring risk assessments**

While the quality of the assessment is primarily the responsibility of those carrying out the assessment, senior managers, should check annually that they have copies of assessments for all relevant work and they should monitor that risks are adequately controlled in practice and that written risk assessments are being carried out where necessary. In essence, to make sure they are suitable and sufficient.

**Definitions**

For the purpose of this policy the following definitions apply:

• **Risk assessment**: A careful examination of what in your work could cause harm to people, so you can weigh up whether you have taken enough precautions or should do more to prevent harm.

• **Hazard**: Something with the potential to cause harm including ill health, injury, loss of product and/or damage to plant and property e.g. hazardous chemicals, trip hazards, manual handling etc.

• **Risk rating:** The evaluation of the level of risk which may arise from the hazard, based upon the likelihood of the event occurring and the potential severity of the consequence.

• **Residual risk:** The level of risk remaining once control measures have been taken.

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