



SUPPORT SERVICES

REGISTERED NUMBER CIC 11373253

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RISK ASSESSMENT POLICY & PROCEDURES

Title of Policy: Risk Assessment

Effective Date: January 2020

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Policy Number: 2

Policy Authorised by: Nicola Williams

Introduction

Allsorts Support Services CIC (which will be referred to as the organisation throughout this policy).

We want all service users to have successful and fulfilling lives. Risk assessment helps us to prevent accidents and ill health by considering the hazards that exist and how we manage them. From these assessments, we can develop safe systems and methods of work and ways to prevent problems occurring. Specific risk assessments are required by certain regulations. These regulations may contain a specific reference to the requirement of a risk assessment.

This policy document should be considered in conjunction with all other relevant duties, policies and guidance.

Aim of the Policy

This policy is intended to set out the values, principles and policies underpinning the organisation's approach to risk assessments for all staff.

The policy has the following aims:

- To maintain a safe and healthy environment for all service users and employees.
- Appoint a competent person or persons to carry out risk assessments.
- Carry out detailed risk assessments on hazardous activities.
- Amend our risk assessments when changes occur and review regularly to ensure they are kept up to date.
- Train staff on the principles of risk assessment, in particular the identification of hazards, and the implementation of control measures to remove or reduce the risk.
- To comply with applicable laws and legislation.

This policy is informed by the Organisation's understanding of its statutory duties as an employer.

Having effective, up to date, and easy to follow policies and written documents minimises risk to service user's, employees and the organisation itself. It can ensure that statutory requirements, standards and regulations are understood and provides a framework to monitor compliance. To ensure the organisation provides a robust and clear framework, the Organisation has developed this policy to manage processes to achieve compliance and effective co-ordination across the organisation.

Through this policy, the organisation will ensure that there is a process whereby all policy documentation is consistent. In addition, there will be an effective process for managing and reviewing policies and any associated written documents on a regular basis. This will ensure that documentation remains legally compliant and actions are undertaken in a safe and efficient manner.

This policy will ensure that the organisation meets its legal responsibilities and provides a clear organisational approach to documentation.

Policy Statement

The organisation will provide a structure for the development of policies and other written documents.

This will include:

- Ensuring staff have access to the most recent copies of the organisation's documents.
- Establishing a control procedure for all policies and other written documents to ensure that those in use are current and relevant.
- Ensuring systems exist to monitor the use of, and compliance with, all written documents.
- Developing and maintaining a database of policies, procedures and written documents.
- Maintaining an archive of past written documents, for reference and to meet legal requirements.

Introduction

The purpose of risk assessment is to identify hazards and evaluate any associated risks to health and safety arising from the organisation's activities. Enabling informed decisions to be taken to eliminate or minimise any risk of harm to those who may be affected. Risk assessments do not have to be complicated; the level of detail contained in them should be relevant to the level of the risks involved with the activity. In many cases, a risk assessment will lead to the clarification and documenting of local team protocols and procedures that are often already in place. The

process involved with risk assessment and control can also result in efficiencies in existing processes being identified. Risk assessments can also assist in the identification of requirements for, and levels of instruction, information, training and supervision that may be required for the activity.

Responsibilities

The following posts have responsibilities:

Employees are responsible for:

- Assisting with and participating in the process of risk assessment.

Managers are responsible for:

- Undertaking risk assessments, identifying and implementing control measures, effectively communicating the outcomes to employees and others as appropriate.

Definitions

For the purpose of this policy, the following definitions apply:

Hazard

Something with the potential to cause harm.

Hazardous Outcome

A description of how someone could be hurt or damage could occur as a result of interacting with a hazard.

Risk Rating

The overall judgement 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.

Control Measures

Method used to reduce or control risks arising from identified hazards

Residual Risk

The level of risk remaining once control measures have been applied to reduce risks so far, as is reasonably practicable.

Hazardous Identification

The Risk Assessment Officer is responsible for making themselves aware of all routine and non-routine work activities (including any foreseeable emergencies) undertaken in their areas of responsibility. Once this exercise is complete, it will be possible to describe activities in a meaningful way for the purpose of risk assessment to avoid unnecessary paperwork and bureaucracy i.e. if the activity of cash handling is identified during a number of activities, it may be possible to group these activities under one risk assessment, rather than producing a number of very similar documents.

Whenever possible, Managers should adopt a team approach to risk assessment and involve employees who have practical experience of the activity being assessed, as they often have the best awareness and understanding of the hazards involved with the activity and how the activity is actually carried out.

All hazards associated with each activity and all groups of persons which may be exposed to those hazards must be identified. Hazards can arise

from the use of materials, substances, equipment and the location that the activity is carried out in.

Risk Evaluation and Estimation

Once hazards associated with activities have been identified, it becomes necessary to establish what the potential hazardous outcomes or events could be associated with the hazard.

When identifying who could be harmed, identify how they could be harmed.

The next stage is to examine the likelihood of a hazardous event occurring. Infrequently occurring hazards, present less risk than frequent occurring hazards.

Once likelihood has been determined the probable consequence of the hazardous event, should be considered. Consequences can be considered in terms of severity of potential injury (it is probable that a person would die or sustain minor injuries) but consequence also can be considered in broader terms, including reputational consequences.

Risk assessment is the overall judgement of the level of risk arising from the hazard, based upon the likelihood of the hazard occurring and the potential severity of the account existing risk control measures that are already established to be placed to reduce/control the risk. All risks associated with activities will now be identified and systematically assessed.

Risk Control

Suitable and sufficient risk control measures will be identified and implemented to ensure that all risks are appropriately controlled and meet legal requirements as a minimum. All risk control measures will follow the hierarchy of risk control stated in this procedure.

Risk control measures are methods used which reduce/control risks arising from the hazard.

Control measures must take into account any relevant legal requirements which establish the minimum levels of risk control. Where additional control measures are required to reduce the risk, they should be considered according to the order in the following hierarchy of risk control which, as well as being in order of effectiveness to control risks, is also in order of the minimum amount of managerial effort required to maintain them.

When considering additional control measures, it should be ensured that they will not introduce any new hazards.

When the control measures have been identified and agreed, they must be prioritised, placed into an action plan and implemented. The action plan needs to be clear about exactly what needs to be done, when and by whom with SMART objectives (specific, measurable, achievable, realistic and timed). Where full implementation of the control measures identified cannot be achieved, rapidly adequate steps may need to be taken in the interim to minimise the risk.

The implementation of the action plan must be monitored and subsequently reviewed to ensure that the remedial actions identified have been, and continue to be, adequate, appropriate and implemented.

Communication

Relevant information identified in risk assessment regarding hazards, their associated risks to health and safety and the appropriate risk control measures must be effectively communicated. They must be readily accessible to employees and others as appropriate.

Managers need to ensure that the findings of the risk assessments and the precautions to be taken are effectively communicated to, understood and implemented by those persons covered in the assessment.

Monitoring

The risk assessment and control process is not a one-off activity but part of the process of continuous improvement and should be reviewed and revised as appropriate.

Risk assessments must be reviewed:

- If there has been a significant change in the matters to which it relates.
- If there is reason to suspect that it is no longer valid.

All policies and other written documents

It is the responsibility of the Policy Administrator to ensure that when a document is revised, a copy of the original is forwarded to the Manager.

Once revised policies and other written documents are approved, the Manager will pass on to all employees. Staff will be notified of newly approved/revised policies and guiding documents within one week of approval by the Manager.

Non-compliance with this policy

In the unlikely event of a member of staff not respecting the policy, the organisation's Manager should attempt to resolve the situation informally in the first instance. Ultimately, repeated breaches of the policy will result in disciplinary procedures and may lead to dismissal.

Policy Implementation

It is the responsibility of the Policy Administrator to keep all policies and procedures up to date. The Manager will identify how any policy or written document will be implemented.

This will include liaising directly with the policy administrator in order to ensure that staff training requirements have been highlighted. Overall responsibility for ensuring the policy is implemented, monitored and reviewed rests with the organisation's Manager.

Information on the policy will be:

- Circulated to staff
- Provided to new employees

Training

All new staff will be required to read all policies as part of their induction process.

Review Process

The Manger requires that certain policies must be reviewed annually.