

Health & Safety Policy

HSP 14

Risk Assessment

Key Document details:

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Title:	HSP14 – Risk Assessment
Author(s):	David Maine
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Application:	This policy applies equally to all The White Horse Federation (TWHF) employees including agency or casual staff, and to all premises where TWHF is either the ‘employer’ or is in control of the premises.

Definitions	For the purpose of this policy, the following definitions apply;	
	Risk Assessment	A risk assessment within the workplace is a careful examination of an activity to ensure that sufficient precautions have been taken to prevent harm to people from identified hazards within the workplace.
	Hazard	Anything with the potential to cause harm.
	Risk	The likelihood or possibility that the harm from the hazard is realised.
Policy Aims	To ensure that TWHF undertakes suitable and sufficient risk assessments for all work and activities carried out by employees on its behalf.	
Policy	<p>It is the policy of TWHF to comply with the requirements for risk assessments under the Management of Health and Safety at Work Regulations 1999.</p> <p>In particular TWHF is committed to:</p> <ul style="list-style-type: none"> • Undertaking risk assessments for work activities. • Recording the results of these assessments. • Introducing management plans and implementing appropriate controls identified through the risk assessment process. • Reviewing and revising risk assessments on a regular basis. <p>It is also the intention of TWHF to comply with other requirements for specific assessments under other regulations such as; for example:</p> <ul style="list-style-type: none"> • Manual Handling Operations Regulations 1992. • Health and Safety (Display Screen Equipment) Regulations 1992 (as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002. • Control of Substances Hazardous to Health Regulations 2002 	
Risk	Failure to prevent harm to people from identified hazards within the workplace.	
Responsibility	This responsibility is discharged primarily at the line management/operational level.	
	Roles & Responsibilities	
1.	Roles and responsibilities are defined in HSP2 Organisation.	
	Any specific actions are detailed in the arrangements section below.	
	Arrangements	
1.	Risk Assessment Process	

	<p>The regulations do not specify any particular methods of carrying out risk assessments but do require that the assessments focus on significant risks, are 'suitable and sufficient', duly recorded and communicated to all who may be affected.</p> <p>Risk assessments can be made of premises, machines, activities and tasks. It is often easiest to make assessments that are task or activity based (e.g. driving company vehicles, working at height, loading and unloading goods) since this helps to ensure staff have Safe Systems of Works for all work activities where there are significant hazards.</p> <p>The format of assessments undertaken at TWHF will follow the Health and Safety Executive's (HSE) five steps to risk assessment. These steps include the following:</p> <p>Step 1: Identify the hazards Step 2: Decide who might be harmed and how Step 3: Evaluate the risks and decide on precautions Step 4: Record your findings Step 5: Review your assessment and update with any changes.</p> <p>See HSF 14.1 Risk Assessment Template</p>
2.	<p>Training</p> <p>In order for assessments to be suitable and sufficient the assessor must be competent, with an appropriate combination of knowledge, experience, skills and training to enable them to:</p> <ul style="list-style-type: none"> • Identify hazards within the workplace • Formulate appropriate action plans to control hazards and reduce risks within the workplace • Co-ordinate and implement the control measure and safe working practices. <p>To this end, appropriate risk assessment training will be provided to designated staff to enable them to undertake the required risk assessments effectively.</p> <p>Risk Assessment training will be arranged by Central HR Team as required.</p>
3.	<p>Completion of Risk Assessments</p> <p>Risk assessments are to be completed by the operational service area/department for all works and activities conducted.</p> <p>Where specific health and safety regulations require specific assessments, such as COSHH, Manual Handling, DSE or Fire for example, the Site or Regional Estates Manager will provide the necessary guidance and support in completing these assessments.</p> <p>Communication of Risk Assessments</p> <ul style="list-style-type: none"> • Staff shall be made aware of the risk assessments that are relevant to their role. These shall either be read by the individual or briefed out in team meetings. • A record of all risk assessment communications shall be kept by the line manager.

	<p>Current Risk Assessments shall be reviewed</p> <ul style="list-style-type: none"> • Annually • When there is an accident • If processes, systems, equipment or personal <p>The individual that has the most experience in the risk assessment subject shall review the risk assessments.</p>
4.	<p>Limitations of this Policy</p> <p>The policy cannot anticipate all eventualities; therefore professional judgement should be used to identify the appropriate course of action needed to protect those who are vulnerable and/or at risk. This judgement should derive from multi-disciplinary team discussion rather than any one individual where possible.</p>
5.	<p>Appendices</p> <ol style="list-style-type: none"> 1. HSF14.1 Risk Assessment Template 2. HSF 14.2 Risk Assessment Review Record 3. HSF 14.3 Risk Assessment Communication Record

Date	Issue	Section	Changes
September 2020	1.4	Forms	HSF 14.2 Risk Assessment Review Record HSF 14.3 Risk Assessment Communication Record