Risk Assessment Policy

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1. Introduction

1.1Statement of Intent

Reset AP acknowledges that a failure to take reasonable safety precautions in relation to hazards would present a serious risk to all employees, pupils, visitors and contractors.

Accidents and injuries can ruin lives, cost money and damage Reset AP's reputation. Apart from being a legal requirement, risk assessments focus on prevention, rather than reacting when things go wrong. In many risk assessment findings, simple measures are effective and not costly.

Risks are present in everyday life, our duty is to identify those risks and adopt systems for minimizing them.

This document should be read in conjunction with Reset AP Health and Safety Policy.

1.2The Law

There are clear duties for risk assessment under acts such as the Health & Safety at Work etc. Act 1974 and The Management of Health & Safety at Work Regulations 1999. The following requirements are laid down in those regulations and can be applied to other areas of risk assessment;

- *The risk assessment shall be 'suitable and sufficient' and cover both employees and non- employees affected by the employers undertaking (e.g. contractors, members of the public, pupils, etc.)*

The term 'suitable and sufficient' is important as it defines the limits to the risk assessment process. A suitable and sufficient risk assessment should:

- Identify the significant risks and ignore the trivial ones.
- Identify and priorities the measures required to comply with any relevant statutory provisions.
- Remain appropriate to the nature of the work and valid over a reasonable period of time.
- Identify the risk arising from or in connection with the work. The detail should be proportionate to the risk.

The significant findings that should be recorded include a detailed statement of the hazards and risks, the preventative, protective or control measures in place and any further measures to reduce the risks presented.

The Health and Safety (Consultation with Employees) Regulations 1996 requires employers to inform, and consult with, employees in good time on matters relating to their Health and Safety.

2. What is a Risk Assessment?

Risk assessment identifies the hazard and makes a balanced judgment of the degree of risk. A risk assessment is the overall process of estimating the magnitude of risk and deciding whether the risk is tolerable or acceptable.

Completed risk assessments enable a prioritized action plan to be complied, responsible persons identified and time scales determined for the completion of actions.

With risk assessments, the following definitions apply:

• Hazard - Something with the potential to cause harm.

• 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.

Risk assessment is a logical process that can be broken down into five steps:

1. Identify the hazard. In most cases these can simply be identified by observation of the task/workplace and consulting those staff involved in the activity. The focus should be on identifying significant hazards and not the trivial.

2. Decide who or what might be harmed and how. For each hazard be clear about who might be harmed e.g. staff, pupils, contractors, visitors etc. this will help identify the best way of managing the risk.

3. Evaluate the risks and decide on precautions. Risk is usually evaluated by considering the likelihood of the harm occurring and the potential severity of the injury.

4. Record significant findings and implement them. The level of detail in an assessment should be proportional to the risk. The purpose is not to detail each trivial hazard but to ensure that significant hazards are adequately assessed with the aim of informing safe working practices.

5. Review the assessment and update if necessary. Risk assessments should be reviewed regularly i.e. annually or as soon as any significant changes have occurred and immediately after there has been an accident or incident in order to identify what went wrong and whether any additional controls are required.

The three recognized methods of conducting risk assessments are:

1. Formal – A written method of evaluating the risk of harm.

2. Generic – An evaluation of risk that can be applied to common tasks

3. Dynamic – A mental assessment of risk for use when any delay would increase the risk of harm.

Information on risk assessment can be found on the HSE website.
http://www.hse.gov.uk/risk/controlling-risks.htm

3. Responsibilities

The Director/Nominated Person will:

• Be responsible for producing and maintaining risk assessments for people and property under their line of responsibility, including non-employees' exposure to risks relating to work activities carried out in the name of Reset AP and by their employees. • Where responsibility for completing risk assessments is delegated, the director must ensure that they are carried out by a suitably trained and competent person. • Ensure that when specialized assessments are needed, they are completed by an accredited provider (Water Hygiene, Fire, Asbestos etc.).
• Allocating resources in response to risk assessments completed within departments and determining a course of action should it be identified that a risk cannot be suitably controlled so far as is reasonably practicable.
• Communicate the findings of risk assessments to all staff.

Employees will:
• Participate and assist in the process of risk assessment where required.
• Follow the control measures identified from risk assessment in relation to their work.

4. Communication

Relevant information identified in the risk assessment regarding the hazards, their associated

risks to Reset and the appropriate control measures must be effectively communicated, be readily accessible to employees and others as appropriate and a written receipt of communication and understanding retained.

5. Monitoring/Review

Managers or appropriate persons shall monitor the effectiveness of control measures and ensure that physical control measures are used, installed correctly and suitably maintained where applicable. Likewise, checks should be made to ensure that agreed control measures and safe systems of work are being followed correctly.

Risk Assessments should be reviewed annually, when no longer valid following a change in the environment, equipment, substances and procedures or following an accident or a case of ill health.

6. Record Keeping

Risk assessments and any supporting documentation should be kept for as long as the task in question is still being performed. When they are superseded, these should be stored for a minimum of three years as they may be required in the event of any litigation claims for compensation. Risk assessments that relate to any substances hazardous to health (e.g. asbestos) should be kept for 40 years.

Examination of past assessments allows changes/improvements to be identified and implemented in future assessments

Policy ends.