



Risk Assessment Policy

Policy Statement

The Rock Trust aims to ensure that it protects the health and ensure the welfare of all employees, volunteers, young people and anyone else who may be affected by it's activities. The risk assessment process is a key element of ensuring all appropriate measures are identified to assist the achievement of this aim.

Summary of Duties

The Management of Health and Safety Regulations state that every employer shall make a suitable and sufficient assessment of:

- (a) the risks to the health and safety of their employees to which they are exposed whilst they are at work; and
- (b) the risks to the health and safety of persons not in his employment arising out of or in connection with the organisations work activities.

Any such assessment should be reviewed by the employer if:

- (a) there is reason to suspect it is no longer valid; or
- (b) there has been a significant change in the matter to which it relates.

The Regulations also require employers to record the significant findings of the assessment.

Risk Assessment in Practice

Definitions

Hazard: Something with the potential to cause harm.

Risk: The likelihood of the harm being realised and the severity.

There are three different types of risk assessment which the Rock Trust will carry out to ensure that it reduces risk to all persons potentially affected by it's activities.

1. General Risk Assessment – this will be carried out for all places of work to identify hazards and to allow precautions to be implemented to reduce/ eliminate the risk;
2. Regulation Risk Assessments – these are risk assessments which are

required to be carried out under other specific health and safety regulations. This would currently include assessments covering Fire, Display Screen Equipment, Manual Handling, Control of Substances Hazardous to Health and Personal Protective Equipment.

3. Task Risk Assessments – these are assessments that consider the hazards and risk inherent in a particular work activity. Typically this type of assessment will most commonly be found in young people’s files and support agreements.

Recording Risk Assessments

The “significant findings” of the assessment must be recorded, and this includes:

- (a) The significant hazards identified in the assessment. i.e. those hazards, which if not properly controlled, might pose serious risks to workers or other people who could be affected by the work activity.
- (b) The existing control measures which are place and how effectively they control the risks. This need not replicate measures more fully described elsewhere (e.g. protocols in support agreements) but could refer to them.
- (c) The people who may be affected by the risks identified. As well as workers, this could include members of the public etc. Particular consideration should be given to people who may not be immediately at risk e.g. On Call workers.
- (d) The decisions taken as a result of the assessment.

The results of the risk assessment and the preventative measures identified by it should be shared with those who could be affected by the hazard. Where this includes information about young people, confidentiality is an obvious consideration, particularly where the information needs to be shared with people outside the organisation. However, the need to minimise the risk posed to others by our work activities would take precedence and the need to maintain confidentiality would not be an adequate defence in the event of an incident.

Review of Risk Assessments

Risk assessment is not a one-off activity, as hazards and risks do not remain static. It is therefore necessary to review risk assessments to ensure that they remain valid. Reviews should be undertaken in the following circumstances:

- Following an accident or incident;
- Where there is a significant change in the work activity;
- Where there is a change in the employees e.g. young workers, expectant mothers.

However, it is good practice to review risk assessments regularly even when the above circumstances do not occur. The frequency of these reviews will depend on the type of assessment – task risk assessments, particularly around working with young people, should be reviewed relatively frequently, whilst general risk assessments will only be reviewed every year or so. The frequency of regulation type risk assessments will be determined by the particular set of regulations that they refer to.

Responsibility for Carrying Out Risk Assessments

Managers will have the responsibility for ensuring that there are suitable and sufficient risk assessments for the areas they are responsible for. They may delegate the task of carrying out the assessment to “competent” staff.

Competency for the purpose of carrying out a risk assessment means:

- An understanding of the work activity and best practice;
- An understanding of the regulations they are complying with;
- The ability to be objective and remain impartial.

The Rock Trust will ensure that staff receive relevant training in the type of risk assessment that they will be required to carry out.

Employees will be expected to comply with preventative measures identified by risk assessments. Failure to do so may put themselves or others at risk and as such failure to follow these measures will be dealt with under the disciplinary procedure.