# Risk Assessment Process – Health and Safety

# Why we complete Risk Assessments

# As part of managing the health and safety at [Organisation name] we will aim to identify and control the risks in our workplace and in the services that we deliver. To do this we will complete risk assessments which will cover activities related to our staff, volunteers and service users.

# To do this, we will think about what might cause harm to people and decide whether we are taking reasonable steps to prevent that harm. This is known as risk assessment and it is something we are required by law to carry out.

# Our risk assessments will outline how we are identifying sensible measures to control the risks in our workplace and the services we deliver. We expect the risk assessments will help us decide whether we have covered all we need to.

# When completing risk assessment, staff must remember:

# A hazard is anything that may cause harm, such as chemicals, electricity, working from ladders, an open drawer, etc

# The risk is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

# 5 Step Process

# When completing risk assessments, we will follow a 5-step process:

# Step 1 – Identify the Hazards

One of the most important aspects of our risk assessment is accurately identifying the potential hazards in our workplace and services. This includes what is it about the activities, processes or substances used that could injure our employees, volunteers or service users or harm their health?

# Step 2 – Decide who might be harmed and how

Thinking how employees, volunteers or service users might be harmed. For each hazard we will be clear about who might be harmed; this will help us identify the best way of controlling the risk.

That doesn't mean listing everyone by name, but rather identifying groups of people (e.g. 'people attending training’ or ‘volunteers supporting the service’).

Within this we will also consider if the activity relates to our staff and they have particular requirements, for example new and [young workers](https://www.hse.gov.uk/young-workers/index.htm), [migrant workers](https://www.hse.gov.uk/migrantworkers/index.htm), [new or expectant mothers](http://www.hse.gov.uk/mothers/index.htm), [people with disabilities](http://www.hse.gov.uk/disability/index.htm), [temporary workers, contractors,](https://www.hse.gov.uk/vulnerable-workers/gig-agency-temporary-workers/employer/definitions.htm#:~:text=Temporary%20employees&text=In%20such%20cases%2C%20the%20recruited,as%20for%20all%20their%20employees.) [homeworkers](https://www.hse.gov.uk/home-working/index.htm) and [lone workers](https://www.hse.gov.uk/lone-working/) (see [Your workers](https://www.hse.gov.uk/pubns/indg450.htm)).

Step 3 – Evauate the risks

Having identified the hazards, we will then decide how likely it is that harm will occur; i.e. the level of risk and what to do about it.

Risk is a part of everyday life and we are not expected to eliminate all risks. What we must do is make sure we know about the main risks and the things we need to do to manage them responsibly.

Generally, we need to do everything 'reasonably practicable'. This means balancing the level of risk against the measures needed to control the real risk in terms of money, time or trouble. However, we do not need to take action if it would be grossly disproportionate to the level of risk.

Our risk assessment should only include what we could reasonably be expected to know **–** we are not expected to anticipate unforeseeable risks. We will look at what we’re already doing, and the control measures we already have in place.

Ask:

* Can I get rid of the hazard altogether?
* If not, how can I control the risks so that harm is unlikely?

Some practical steps we could take include:

* Trying a less risky option
* Preventing access to the hazards
* Organising work to reduce exposure to the hazard
* Issuing protective equipment
* Providing welfare facilities such as first aid and washing facilities
* Involving and consulting workers/volunteers

**S**tep4 – Record Significant Findings

Recording significant findings, this includes, the hazards, how people might be harmed by them and what we have in place to control the risks. Any record produced should be simple and focused on controls.

**If [Organisation Name] has five or more employees (including volunteers) you are required by law to write it down.**

We will do this in two ways:

* There is an organisational risk assessment which covers all activities that the [Organisation name]’s staff and volunteers undertake on a daily basis.  This is completed by the Health and Safety advisor and authorised by the Chief Executive. (Appendix 1)
* There are project/service risk assessments which cover the activities that we deliver to our service users.  This is completed by the relevant staff member for the activity and is checked and signed off by the Chief Executive (or relevant senior officer in the organisation). (Appendix 2)

Both records will communicate and manage the risks.

All risk assessments will be stored centrally on the IT system and will be taken to all events/activities as a hard copy.

The risk assessments must be 'suitable and sufficient', i.e. it should show that:

* A proper check was made
* It was considered who might be affected
* We dealt with all the obvious significant hazards, taking into account the number of people who could be involved
* The precautions are reasonable, and the remaining risk is low
* We involved employees and/or volunteers in the process
* If the risk assessment identified a number of hazards, they need to be put in order of importance and address the most serious risks first
* Long-term solutions are identified for the risks with the biggest consequences, as well as those risks most likely to cause accidents or ill health. It should also be established whether there are improvements that can be implemented quickly, even temporarily, until more reliable controls can be put in place. Remember, the greater the risk the more robust and reliable the control measures will need to be.

**S**tep5 – Review our risk assessment and update if necessary

We recognise that the circumstances in which we deliver our services change e.g. new equipment, different venues or new procedures that could lead to new hazards. Therefore, we will review our risk assessment on an ongoing basis. When undertaking this review, we will consider:

* Have there been any significant changes?
* Are there improvements we still need to make?
* Have our staff/volunteers spotted a problem?
* Have we learned anything from accidents or near misses?

Appendix 1 – Template Organisational Risk Assessment / Health and Safety Policy

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| --- |
| This is the statement of general policy and arrangements for [Organisation name]  |
| **(Name of Employer/Senior manager)**  | **Has overall and final responsibility for health and safety**  |
| **(Member of staff)**  | **Has day-to-day responsibility for ensuring this policy is put into practice**  |
| Statement of general policy   | Responsibility of: Name/Title  | Action/Arrangements (What are you going to do?)   |
| Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace  |  |  |
| Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work   |  |  |
| Engage and consult with employees on day-to-day health and safety conditions  |  |  |
| Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: <https://www.gov.uk/workplace-fire-safety-your-responsibilities>   |  |  |
| Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: \* (Employer)   |  | Date:  |  |
| Subject to Review by:  |   | Every   |   | Months or as required   |

|  |  |
| --- | --- |
| Health and safety law poster is displayed at (location)  |  |
| First-aid box is located:  |  |
| Accident book is located:  |  |

* Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>

Appendix 2 – template Risk Assessment for Service Volunteers/area to be risk assessed

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| **Risk Assessment for** (Name of volunteer/area to be risk assessed  | **Location**:    |
| **Completed by:**   **Date Completed:                                 Review Date**:   | **Other Relevant Risk Assessments:**  **Other relevant staff members:**  |

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| --- | --- | --- | --- | --- | --- | --- |
| **Priority**  | **What are the Hazards**  | **Who Might be harmed and How**  | **Risk** **(H-M-L)**  | **Control Measures** **(either in place or required)**  | **In Place** **(Yes or No)**  | **Further Action Required**  |
| **By** **When**  | **Person** **Responsible**  |
| **1**  |   |   |   |   |   |   |   |
| **2**  |   |   |   |   |   |   |   |
| **3**  |   |   |   |   |   |   |   |
| **4**  |   |   |   |   |   |   |   |
| **5**  |   |   |   |   |   |   |   |

|  |  |
| --- | --- |
| **Signature of person completing:**  …… ………………………………………………………………  **Print name and job title:**  **Date:** ………………………………………………………………….  | **Signature of Chief Executive:**  …………………………………………………………………………  **Print Name**:  **Date:** …………………………………………………………………...  |
| **Signature of Health and Safety Adviser:**  ………………………………………………………………………….  **Print Name:**  **Date:** ………………………………………………………………….  | [*Any other responsible people in organisation*] |

# Suggested Actions

# POLICY DATED (*insert date when approved by trustees/board): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

# SIGNED (Chair of the meeting): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# REVIEW DATE: *2 years after date of policy*