

Risk Assessment Policy and Procedure

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1. Purpose

- 1.1. To ensure that suitable arrangements are in place for the elimination of risk or control where this is not practical.
- 1.2. To ensure that all staff are aware of their roles and responsibilities in relation to risk assessment.

2. Policy

- 2.1. Cambian will ensure that:
 - Adequate resources are made available for the implementation of this policy.
 - Arrangements are made for the effective communication of this policy and procedure.
 - Arrangements are made for the identification of hazards and the assessment of associated risk to health and safety.
 - Following the assessment measures are taken to reduce the risk to the lowest level practicable.
 - The significant findings of assessments are recorded, maintained, and communicated.
 - Adequate information, instruction and training are provided at all levels as necessary.
 - Arrangements are made for the periodic monitoring of performance against these standards.
- 2.2. This policy and associated procedure will be reviewed and revised as necessary at least annually or after each accident/incident investigation.

3. Procedure

When do I need to complete a risk assessment?

- 3.1. A risk assessment will be needed for certain activities completed by employees. These will include the following but not be limited to:
 - Work at height (see Work at Height procedure)
 - Work by young and inexperienced persons (see Young Person procedure)
 - Work by new and expectant mothers (see New and Expectant Mothers procedure)
 - Hazardous substances (see COSHH procedure)
 - Manual handling (see Manual Handling procedure)
 - Use of power tools
 - Use of hazardous equipment (e.g. running lines, gantries etc)
 - Work by maintenance employees
 - Educational trips

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Who is responsible for completing them?

- 3.2.** The Group Compliance & Regulation Director has overall responsibility for management of health and safety.
- 3.3.** The school Headteacher and Educational Visits Coordinator will be responsible for ensuring that risk assessments and relevant itineraries are completed and or signed off for all relevant tasks.

What needs to be done?

- 3.4.** There should already be risk assessments and/or care plans for individuals receiving services from Cambian. These will contain specific control measures in relation to the hazards presented by individuals and their control. Relevant employees should understand and follow these control measures.
- 3.5.** For specific works activities, including work which is different to that normally completed, use the blank Task Risk Assessment template located centrally on the s-drive, Cambian Risk Assessments, Devon RA.
- 3.6.** Ensure that additional risk controls identified are implemented. The concept of proportionality should drive the level of detail of risk analysis, the resources expended on risk reduction measures and the ongoing resources allocated to establish and maintain safety systems.
- 3.7.** Use the risk rating table at Appendix 1, to assist in quantifying the risk and whether it is safe to proceed.
- 3.8.** Where the risk assessment identifies that a task is not safe to proceed, then work should not commence until appropriate control measures have been identified and implemented.
- 3.9.** It is the responsibility of the persons completing the activity/ visit, to ensure that the contents of the risk assessment are understood and implemented. Staff must ensure that they sign the form to confirm they understand the contents.
- 3.10.** Persons completing a risk assessment must be competent and or skilled to do so in relation to the activity/ visit taking place.
- 3.11.** Completed risk assessments should be systematically filed and kept for a minimum of three years.
- 3.12.** Each assessment should be reviewed annually and amended as appropriate.
- 3.13.** Risk assessments for activities must be submitted for sign off at least two weeks prior to commencing.
- 3.14.** Staff must sign risk assessments electrically by using an e-signature before every visit/ activity.
- 3.15.** A school itinerary located centrally on the s-drive, Cambian Risk Assessments, Devon RA must be completed and submitted on the Friday week prior to the trip/ activity commencing.

4. Standard Forms, Letters and Relevant Documents

- 4.1.** TASK, ACTIVITY & ENVIRONMENTAL RISK ASSESSMENT FORM
- 4.2.** Devon School Off-Site Trip Itinerary