Risk Assessment Policy and Procedure

Contents

1. Purpose....1
2. Policy....1
3. Procedure....1
When do I need to complete a risk assessment?....1
Who is responsible for completing them?....2
What needs to be done?....2
4. Standard Forms, Letters and Relevant Documents....2

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:

- 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)
- Cash handling
- Workstations (see DSE 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)
- Security patrols
- Work by maintenance employees
- Gutter cleaning

® Cambian 2014

Who is responsible for completing them?

3.2. The Group Compliance & Regulation Director has overall responsibility for management of health and safety.

3.3. Registered Managers/School Heads will be responsible for ensuring that risk assessments are completed for all relevant tasks.

What needs to be done?

3.4. Only trained employees who have been authorised by the Registered Manager/School Heads can complete risk assessments.

3.5. Identify the activities which need to be assessed. These should all be listed on a risk assessment register.

3.6. 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.

3.7. There is a bank of generic risk assessments which is held on Cambian Point. This includes a range of maintenance, catering and cleaning related assessments. These assessments should be made specific to site circumstances.

3.8. For specific works activities, including work which is different to that normally completed, use the blank Task Risk Assessment form attached. Remember to sign and date it.

3.9. Ensure that additional risk controls identified are implemented. Remember that physical controls should take precedence over management, PPE and signage.

3.10. Use the risk rating table at Appendix 1, to assist in quantifying the risk and whether it is safe to proceed.

3.11. 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.

3.12. Explain the contents of the risk assessment to any employees carrying out the relevant work. Ensure they sign the form to confirm they understand the contents.

3.13. Where the work involves designated high risk work, e.g. hot work, then the Permit to Work Procedure will need to be followed.

3.14. Completed risk assessments should be systematically filed and kept for a minimum of three years.

3.15. Each assessment should be reviewed annually and amended as appropriate.

4. Standard Forms, Letters and Relevant Documents

4.1. GHS 04.18.01 - Risk Assessment Form