

RISK ASSESSMENT POLICY

1.0 INTRODUCTION

1.1 This policy describes how ARK will satisfy the requirements of current regulations regarding Risk Assessment.

1.2 The term ‘risk assessment’ can cover several different types of assessment, including assessments of work tasks or of workplaces. Where there is legislation requiring a specific risk assessment there will be a section within the health and safety manual which will cover this, for example manual handling, display screen equipment (DSE), hazardous substances COSHH, fire precautions, etc. Other subjects which don’t have their own legislation may also have their own health and safety policy e.g. [Office Safety](#), [Control of Infection](#) etc. and these may also include an element of risk assessment.

1.3 This policy has the following parts and sections:

- Part 1** - **Policy**
- Part 2** - **Generic Risk Assessments**
- Part 3** - **Information and Guidance**
- Part 4** - **Forms**
- Part 5** - **Premises Inspection Sheets**

- Section 1 - Introduction
- Section 2 - Scope of this policy
- Section 3 - Legislation
- Section 4 - Background
- Section 5 - Level of risk
- Section 6 - Implementation
- Section 7 - Roles, responsibilities and duties
- Section 8 - Service user risk assessments
- Section 9 - Work task risk assessments
- Section 10 - Premises Inspection Sheets
- Section 11 - Implementation and review

1.4 This policy complies with Regulatory Standard of Governance and Financial Management 5.3 and 5.4

2.0 SCOPE

2.1 The policy applies to ARK Board members, and to all employees including relief employees.

3.0 LEGISLATION

3.1 Management of Health and Safety at Work Regulations 1999

These Regulations require all employers to assess the risks to employees and any others who may be affected by their work or the services they provide. This will enable them to identify the measures they need to take to comply with health and safety law by either eliminating or controlling the risks. The assessment provisions of the Management Regulations enhance the general duties in the Health and Safety at Work etc Act 1974.

Under the Regulations employees have a legal duty to comply with workplace precautions and procedures which their employer has introduced following a risk assessment process.

3.2 Health and Safety at Work etc Act 1974

The Health and Safety at Work etc Act 1974 is the enabling (parent) Act of health and safety legislation. The act imposes a general duty on employers to ensure health, safety and welfare at work for their employees, providing a safe working environment.

4.0 BACKGROUND

4.1 The risk assessment provisions of the Management of Health and Safety at Work Regulations 1999 are very wide-ranging and all-embracing. They are comprehensive in the coverage of workplaces, activities and other sources of hazards. They require you to assess all the risks in your workplace, i.e. what could cause harm to employees and third parties (service users, visitors, contractors), and the likelihood that harm will occur in practice. You then need to decide on the workplace precautions you should take to prevent this happening.

All employers should carry out a systematic general examination of the effects of their undertaking, their work activities and the condition of the premises.

4.2 There are a number of other regulations that require employers to conduct risk assessments. These regulations are much more specific and generally require you to do particular things for certain groups of people and/or if certain conditions are met.

Examples of such regulations are:

Manual Handling Regulations;

Personal Protective Equipment (PPE) at Work Regulations;

Display Screen Equipment (DSE) Regulations;

Noise at Work Regulations;

Control of Substances Hazardous to Health Regulations (COSHH);

Control of Asbestos at Work Regulations;

Management of Health and Safety Regulations (new & expectant mothers, young persons).

The safety manual will contain more information on each of these as appropriate.

4.3 There are various types and forms of risk assessment and confusion can exist between the types and also with the term 'risk management'. In the context of Health and Safety the term risk management refers to managing the risks which may affect the health, safety or welfare of staff or third parties.

Risk assessment is a careful examination of what, in your work tasks or work place, could cause harm to employees and anyone else affected by work activities e.g. service users and members of the public, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm. The aim is to make sure that no one gets injured or becomes ill because of any of ARK's undertakings.

5.0 LEVEL OF RISK

With the nature of ARK's work it is not practical to allocate a level of risk to most work tasks as:

- this could cause offence or upset to service users;
- the level changes from day to day depending on circumstances.

ARK has, therefore, decided not to allocate a level of risk to risk assessments and has added a requirement for all employees to assess risk each time they carry out a particular duty.

6.0 IMPLEMENTATION

6.1 Every employee of ARK has a health and safety responsibility and duty with regard to working safely. Risk assessments and the resulting workplace precautions provide safe working procedures and practices which employees should follow. Directors and Line Managers have responsibilities as managers as well as those of an employee. The level of responsibility is higher as supervisory and management levels increase.

6.2 Any breaches of the policy should be reported to your Line Manager.

6.3 Breaches of this policy will be viewed seriously and will be dealt with in accordance with ARK's Disciplinary Procedures. The severity of discipline will reflect the fact that non-compliance breaches not only ARK's Risk Assessment Policy but also the Health and Safety Policy and the law.

7.0 ROLES, RESPONSIBILITIES AND DUTIES

Directors and Senior Managers

7.1 Directors and Senior Managers should ensure that:

- a) all employees have suitable and sufficient information, instruction and training in risk assessment and applying workplace precautions;
- b) any new work tasks or workplaces are risk assessed;
- c) risk assessments are reviewed annually, or if there are any significant changes;
- d) generic risk assessments provided with the safety manual are current and that these are updated as appropriate;
- e) risk assessments are conducted on any tasks or workplace which is not covered within the generic risk assessments;
- f) all staff are made aware of the location of the risk assessments;
- g) workplace precautions are being followed by employees;
- h) workplace precautions and their effectiveness are regularly monitored.

Line Managers

7.2 Line managers have the responsibility to ensure:

- a) risk assessments are carried out in their area of responsibility by competent persons;
- b) employees are informed and instructed in the requirements of the risk assessments and their workplace precautions;
- c) risk assessments are available as a working document for relevant employees;
- d) risk assessments are recorded and retained for inspection; e.g. by the Health and Safety Adviser, Health and Safety Executive and any other relevant person;
- e) risk assessments are reviewed at least annually or following significant changes in the work place;
- f) workplace precautions and corrective action identified are implemented as far as reasonably practicable;
- g) that the employees for whom they are responsible comply with the health and safety requirements for their job.

Employees

7.3 All employees have a responsibility to ensure that they are complying with the health and safety procedures and requirements appropriate to their job. To achieve this, with relation to risk assessments, employees should:

- a) attend any health and safety training arranged for them;
- b) where given the responsibility to monitor the effectiveness of risk assessments, carry out such monitoring at regular intervals;
- c) consult their Line Manager or Supervisor with any queries they may have about their work task and any relevant risk assessment;
- d) follow any safe working procedures, instructions and information given following risk assessments.

8.0 SERVICE USER RISK ASSESSMENTS - SUPPORTING POSITIVE RISK TAKING

8.1 Each service user will have positive risk taking / enabling assessments in place. A service user assessment will be completed by Care and Support staff for each identified support need, covering relevant hazards and their associated risks. The completed form should contain sufficient information for support workers to support the service user with the identified risks eliminated or minimised to prevent injury or ill-health to either the support worker or the service user.

The full positive risk taking assessment process is available on the ARK General Drive as set out in CS04 Supporting Positive Risk Taking Policy and Procedure.

8.2 Service Users' Homes

HS19 Your Home, my Workplace policy is there to aid identification of physical hazards within service users' homes and is for service user safety as well as ARK employee safety. It contains record sheets to record any uncontrolled hazards which may be present e.g. fraying carpets etc.

9.0 WORK TASK RISK ASSESSMENTS

- 9.1 For support workers the work task risk assessments will mainly be included in the service user risk enablement assessments within each Support Plan.
- 9.2 For other situations there will be generic risk assessments which can be amended to suit particular situations. There are two sets of generic risk assessments, one for Care and Support and one for Priory use. These require to be adapted by each service/department as applicable. Any additional tasks, which are not included in any of the above, can be added to the generic risk assessments for that service/department.

Examples of these work tasks include carrying shopping, moving furniture etc.

Please advise H&S Adviser, who can assist, of any additions you have made as these may also be relevant to other departments/services

- 9.3 Where an extra duty of care exists then the Personal Risk Assessment – Extra Duty of Care form (part 4 of this policy) should be used. This applies even for temporary situations, e.g. returning to work after sickness absence etc.

10.0 PREMISES INSPECTION SHEETS

- 10.1 Premises Inspections sheets are used to record the physical hazards of a workplace such as Care Homes, HMOs and offices , which are not a person's own home. The recording sheets are in part 5 of this policy

These should be completed quarterly and any actions prioritised and signed off when completed.

11.0 IMPLEMENTATION AND REVIEW

- 11.1 The Chief Executive is responsible for ensuring that this policy, and the procedures that support it, are followed by all Board Members and employees.
- 11.2 The Chief Executive will ensure that this policy is reviewed at least every three years, and that any amendments required are submitted to the Board of Management for approval.

Approved by the Senior Leadership Team: January 2016

Approved by the Board of Management: February 2016

Next review due by: February 2019

Complies with: Regulatory Standard of Governance and Financial Management 5.3 and 5.4

LIST OF RELATED POLICIES & PROCEDURES

Policies

[HS21 Extra Duty of Care](#)

[HS19 Your Home, My Workplace](#)

[CS04 Supporting Positive Risk Taking Policy](#)

Procedures

[HS03 Part 2a – CN Generic Risk Assessments](#)

[HS03 Part 2b – CN Generic Risk Assessment summary](#)

[HS03 Part 2c – Priory Generic Risk Assessments](#)

[HS03 Part 4 Personal Risk Assessment Form](#)

[HS03 Part 5 – Premises Quarterly Inspection Sheets](#)

[CS04 - Supporting Positive Risk Taking Procedure](#)

[Briefing sheets - HS03 - Risk Assessment](#)