



Risk assessment Policy and Procedures

1. Introduction

The purpose of risk assessment is to identify hazards and evaluate any associated risks to health and safety arising from Youth Works' activities, enabling informed decisions to be taken to eliminate or minimise any risk of harm to those who may be affected.

Risk assessment is also a legal requirement under the Management of Health and Safety at Work Regulations. In addition, topic specific risk assessments are required by associated legislation for: fire, manual handling, computer use, substances hazardous to health, noise, young persons, new and expectant mothers, provision and use of work equipment, asbestos, lead, radiation and pesticides. A non-exhaustive list of activities risk assessed by Youth Works can be found in Appendix 1.

Risk assessments do not have to be complicated; the level of detail contained in them should be relevant to the level of the risks involved with the activity. In many cases a risk assessment will lead to the clarification and documenting of protocols and procedures that are often already in place. The analytical process involved with risk assessment and control can also result in efficiencies in existing processes being identified.

Risk assessments can also assist in the identification of requirements for, and levels of, instruction, information, training and supervision that may be required for the activity.

This policy should be read with reference to the Organisation's Health and Safety Policy.

2. Responsibilities

All staff will receive risk assessment training as part of their health and safety training on induction. This training will be refreshed on a bi-annual basis.

The following posts have responsibilities:

All employees are responsible for:

Assisting with and participating in the process of risk assessment.

The Senior Leadership Team are responsible for:

Undertaking risk assessments, identifying and implementing control measures, effectively communicating the outcomes to employees and others as appropriate.

The Business Manager is responsible for:

Ensuring risk assessments for activities are undertaken, control measures identified and implemented, and the outcomes communicated to employees and others, as appropriate.

Ensuring that those who are tasked with completing risk assessments are suitably trained to do so.

Ensuring that a suitable mechanism exists to communicate the safe systems of work identified as part of the risk assessment procedures.

Making suitable representation to the Chief Executive Officer if risk assessments identify an outstanding need which cannot be resourced within existing budgets.

The Chief Executive Officer is responsible for:

Allocating resources in response to risk assessments completed and determining a course of action should it be identified that a risk cannot be suitably controlled so far as is reasonably practicable.

Setting up frameworks for decision making and corporate strategies which incorporate risk assessment principles. This will ensure that decisions made take into account relevant risk factors.

3. Definitions

For the purpose of this policy the following definitions apply:

Hazard: Something with the potential to cause harm

Hazardous Outcome: A description of how someone could be hurt or damage could occur as a result of interacting with the hazard

Risk Rating: The overall judgement of the level of risk which may arise from the hazard, based upon the likelihood of the event occurring and the potential severity of the consequence

Control Measures: Method used to reduce or control risks arising from identified hazards

Residual Risk: The level of risk remaining once control measures have been applied to reduce risks so far as is reasonably practicable.

4. Hazard Identification

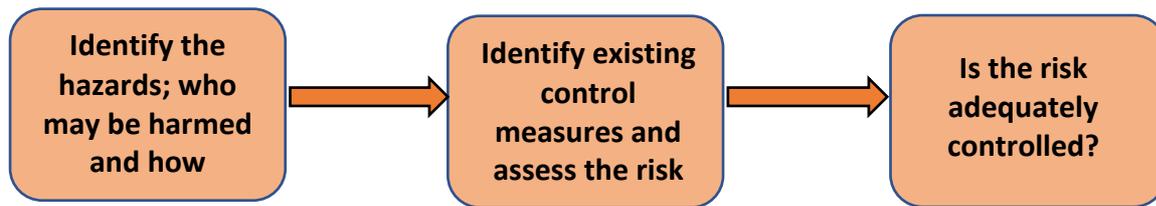


The Senior Leadership Team are responsible for making themselves aware of all routine and non-routine work activities (including any foreseeable emergencies) undertaken in their areas of responsibility.

A prioritised programme (based on a broad judgement of the overall risk involved with each activity) to carry out risk assessments, should be established and implemented.

Whenever possible The Senior Leadership Team should adopt a team approach to risk assessment and involve employees who have practical experience of the activity being

assessed, as they often have the best awareness and understanding of the hazards involved with the activity and know how the activity is actually carried out.



All hazards associated with each activity and all groups of persons which may be exposed to those hazards must be identified. Hazards can arise from the use of materials, substances, equipment and the location that the activity is carried out in.

To assist in hazard identification:

- Observe the task to be assessed and the environment in which it takes place.
- Speak to and involve the employees who undertake the task.
- Refer to any existing risk assessments.
- Review incident and ill-health records relevant to the activity.
- Refer to legislation, supporting approved codes of practice and Health and Safety Executive (HSE) guidance documents, British standards, industry / trade association guidance, manufacturers / supplier information. These references should also be included in the final documentation as appropriate.
- Refer to colleagues in other organisations who undertake the same tasks, if necessary.

Groups of persons which may be exposed to the hazards can include employees, members of the public, service users, visitors, passers by, contractors, cleaners etc. **Any groups that may possibly be more vulnerable, such as people with disabilities, existing medical considerations, new or expectant mothers and young persons (under 18's) should be highlighted as they require individual assessment.**

It is particularly relevant within a school/youth work environment to consider young people as part of the risk assessment process, the potential impact of activities upon them with a view to the supervision arrangements which are in place to ensure their health and safety. Risk assessments should be completed for individual young people taking into account medical conditions, behaviour etc.

The risk associated with hazards such as 'inadequate supervision' and/or 'lone working' should also be closely considered as part of the risk assessment for employees. The organisations' activities are often conducted outside standard "office hours" found within many other organisations. This fact should be evident in risk assessment documentation, where appropriate.

A Hazard Checklist is included in **Appendix 2**, to assist with this process. However, the list is not exhaustive and there may be other hazards that require risk assessing.

Risk assessment is the overall judgement of the level of risk arising from the hazard, based upon the **likelihood** of the hazard occurring and the potential severity of the **consequence**, taking into account existing risk control measures that are already established to be in place to reduce / control the risk. Using the risk matrix as a guide, the level of risk should be assessed to identify the **risk rating**.

Further guidance on the interpretation of the categories is described below.

Likelihood	Description
Very likely	Expected to occur in most circumstances.
Likely	Will probably occur in most circumstances.
Possible	Might occur at some time.
Unlikely	Not expected but conceivable, could occur sometime.
Very unlikely	Not expected and would only occur in exceptional circumstances.

Consequence	Description
Catastrophic	Fatality or multiple fatalities due to injuries. Severe illness which may prove fatal.
Major	Probable major injury as defined in the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995. May affect more than one person, could have significant reputational implications.
Moderate	An >3 day injury, dangerous occurrence or reportable disease as defined in RIDDOR. Likely to impact on service delivery levels. Likely to result in costs associated with 'down-time'.
Minor	Injury resulting in an absence from work or inability to undertake normal activities for >1 but <3 days.
Insignificant	Injury resulting in no absence from work or inability to undertake normal activities.

Once the matrix has been used to determine the risk rating it is then possible to use the table below to establish the appropriate actions required:

Risk rating	Descriptor	Acceptable?	Actions
20 – 25	Prohibited	Unacceptable	Work should not be started or continued until the risk has been reduced. Additional risk control measures required.
10 – 16	High	Likely to be unacceptable	Often high risks can be reduced by improving controls. High risks may be acceptable in situations where consequences are potentially high but the likelihood of incidence has been reduced significantly.
5 – 9	Medium	Could be acceptable	Medium level risks are likely to be acceptable if suitable controls are in place.
1 – 4	Low	Likely to be acceptable	Low risks are acceptable

All risks associated with the activities of the Organisation will be identified and systematically assessed.

6 Risk Control

Suitable and sufficient risk control measures will be identified and implemented to ensure that all risks are appropriately controlled and meet legal requirements as a minimum. All risk control measures will follow the hierarchy of risk control stated in this procedure. Risk control measures are methods used which reduce/control risks arising from the hazard.

Control measures must take into account any relevant legal requirements which establish the minimum levels of risk control. Where additional control measures are required to reduce the risk, they should be considered according to the order in the following hierarchy of risk control which, as well as being in order of effectiveness to control risks, is also in order of the minimum amount of managerial effort required to maintain them.

Hierarchy of risk control	
Eliminate the risk	Avoid the risk altogether by removing the hazard or no longer undertaking the activity.
Substitute the risk	Reduce the risk by replacing the hazard or activity with one which entails a lower risk.
Control the risk (Physical)	Control the risk by physical isolation or separation of people from the hazard.
Control the risk (Procedural)	Control the risk by procedural methods which are understood and effectively implemented; safe systems of work, information, training, instruction, supervision etc.
Protect the individual	Protect the individual by the provision of personal protective

equipment.

When considering additional control measures, it should be ensured that they will not introduce any new hazards.

When the control measures have been identified and agreed they must be prioritised, placed into an action plan and implemented. The action plan needs to be clear about exactly what needs to be done, when and by whom with **SMART** objectives (Specific, Measurable, Achievable, Realistic and Timed). Where full implementation of the control measures identified cannot be achieved rapidly adequate steps may need to be taken in the interim to minimise the risk.

The implementation of the action plan must be monitored and subsequently reviewed to ensure that the remedial actions identified have been, and continue to be, adequate, appropriate and implemented.

7. Communication

Relevant information identified in the risk assessment regarding the hazards, their associated risks to health and safety and the appropriate risk control measures must be effectively communicated and readily accessible to employees and others as appropriate.



Where significant risks are identified, the risk assessment must be recorded on the Organisation's risk assessment form (or some other suitable format which meets the requirements of this policy), and be readily accessible to the employees undertaking the activities and others (e.g. contractors) as appropriate.

Managers need to ensure that the findings of the risk assessments and the precautions to be taken are effectively communicated to, understood and implemented by those persons covered in the assessment.

8. Record Keeping



Risk assessments and associated documents must be kept for a minimum period of 4 years from the date which they are superseded as they may be required in the event of a litigation claim for compensation (note that claims for compensation can, generally, be made up to 3 years from the date of the incident occurring). It should be noted that risk assessments which relate to the use of substances may need to be kept for 40 years, in

order to trace exposure to substances which are known to have ill health effects e.g. asbestos.

9. Monitoring and Review



The risk assessment and control process is not a one-off activity but part of the process for continuous improvement and should be reviewed and revised as appropriate.

Risk assessment must be reviewed:

- If there has been a significant change in the matters to which it relates
- If there is reason to suspect it is no longer valid
- At least annually

See Appendix 3 for a blank activity risk assessment form.

See Appendix 4 for a blank individual young person's risk assessment form.

10. Review of Policy

This policy will be reviewed by the Governing Body annually in July.

Appendix One – Activities risk assessed (this is not exhaustive)

Educational Activities

General classroom activities
Hairdressing and barbering
Bikeability
Bike maintenance
Construction
Hospitality (cooking)
Sport and PE activities (use of facilities and specific activities)
Arts and crafts
Music
Music technology
Science experiments
Educational visits
Recreational visits
Visiting speakers

Support Service Activities

Interventions in schools
Interventions in other venues
Counselling
Groupwork activities
1:1 interventions

Youth & Community Activities

Music
Music technology
Circus Skills
Bouncy Castle
Recreational visits
Arts and crafts
Sports (use of facilities and specific activities)
Visiting speakers
Cookery
Bikeability

General Areas

Maternity/Expectant Mother
Personal risk assessment
Young person's risk assessment
Personal evacuation plans
Catering and cleaning
Caretaking and security
Grounds
Office
IT

Other

Fire
Legionella
Asbestos
COSHH
PAT
Ladders
Any other on or off site activity

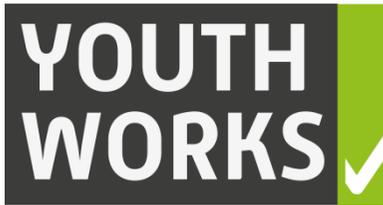
Appendix Two – Hazard Checklist (non-exhaustive)

Adverse Weather
Asbestos
Behaviour
Biological Agents
Chemical Use
Cold/Hot Surface
Collision
Compressed Air Use
Confined Spaces Entry
Construction Site Visits
Driving
DSE Equipment
Dust/Vapours
Electrical Equipment
EMF Generators
Excavations
Fire/Emergency
Hot Work
Inappropriate clothing
Ionising Radiation
Lack of Training
Lack of Welfare Facilities
Ladders/Steps
Lifting Operations
Lone Working
Low Lighting
Magnetic Fields
Manual Handling
Medication
Noise/Vibration
Non-Ionising Radiation
Operating Plant or Equipment
Poor Posture
Poor Signing
Scaffold Use
Slippery Surface
Special Risk Areas
Stored Energy
Struck against/contact with
Struck by/Crush
Traffic
Trailing Cables/Leads
Uneven Ground or Floor Surface
Unsafe Structure
Vacuum Equipment
Violence
Working at Height
Working Near Water
Working Platforms
Working with Public/Others
Working with Young People



Appendix Three - Blank activity risk assessment

Risk Assessment Form						
Activity:				Site:		
People at Risk:				Additional Information:		
Risk Evaluation						
Hazard Identified	How might someone be harmed?	Rating (LxS)	Existing Control Measures	Residual Risk (LxS)	Additional Action Required (Include timescale and mechanism for implementation)	Action by:
Signature: Title: Date: Approved by: Title: Date for review:						



**Appendix Four - Blank activity risk assessment form
Individual young person**

Risk Assessment Form						
Name:			Date of birth:			
Risk to self? Risk to other young people? Risk to staff?			Where appropriate, Youth Works advocate young people's involvement in their risk assessment. Young person involved in assessment and risk management plan?			
Risk Evaluation						
Hazard Identified/ Potential triggers	How might someone be harmed?	Rating (LxS)	Existing Control Measures/ Strategies/Interventions	Residual Risk (LxS)	Additional Action Required (Include timescale and mechanism for implementation)	Action by:
Signature: Title: Date:						
Approved by: Title: Date for review:						