

# Risk Assessment Policy

---

January 2021

---

## Purpose

This policy is written in support of the Health & Safety Policy to help monitor and manage the Risk Assessments in place for Healthwatch Cornwall CIC (HC).

## Policy Statement

Healthwatch Cornwall CIC will comply with all legal requirements concerning the Management of Health and Safety at Work Regulations 1999, which pose a legal requirement to make a written risk assessment for all hazards, so as to determine what measures need to be taken to protect the health & safety of employees/ volunteers. These must be renewed at regular intervals, e.g. annually or immediately if circumstances change.

## 1. Introduction/Definition

1.1 Under the Management of Health and Safety at Work Regulations 1999 (MHSWR), the employer must make an assessment of risks to the health and safety of employees and others.

1.2 The purpose of the assessment is to identify action necessary to comply with legal requirements, making suitable and sufficient assessments of risks, arrangements for the effective planning, organisation, control, monitoring and review of the preventive and protective measures.

1.3 Although the phrase "risk assessment" may conjure up images of a complex process of judgement, based upon skilled technical knowledge, the assessment is in fact nothing more than a careful examination of what is likely, in the workplace or across the organisation as a whole, to cause harm to staff, volunteers, Directors, visitors and members of the public who could be affected by our activities.



1.4 In addition risk assessment will identify risks to the organisation in being able to meet its operational and financial objectives whilst maintaining a quality service.

1.5 From this information HC can then weigh up whether or not there are sufficient precautions in place, or more needs to be done to prevent that harm/threat materialising. The primary aims are to make sure that HC remains a viable organisation fit for its purpose, that no person suffers harm due to conditions either in the workplace, or as part of their activities on behalf of HC within the community.

1.6 The enlightened employer can take decisions, provide guidance and apply protective and preventive measures to assure itself that systems are in place to create a safe environment and meet its financial and operational obligations.

## 2. Identification of Risks

2.1 Risks are primarily identified through the risk assessment process, however they can be identified by any individual associated with HC by notifying the risk to [admin@healthwatchcornwall.co.uk](mailto:admin@healthwatchcornwall.co.uk)

2.2 Organisational risks are identified through threats to the financial and operational performance of HC and through failure to meet contractual targets. These are monitored through our business [risk register](#). Any risk identified should be reported to [admin@healthwatchcornwall.co.uk](mailto:admin@healthwatchcornwall.co.uk)

2.4 The aims of Risk Assessments are to identify what potential or actual risk staff, volunteers, Directors, visitors and members of the public face when accessing the services provided by reviewing the following areas:

- Office facilities
- Fire Risk Assessment
- Management of engagement activities
- Specific Risk Assessments as and when appropriate

2.5 Local ownership of the assessment is essential in identifying potential or actual risks for which measures can be put in place to remove or reduce the likelihood of occurrence.

## 3 Aims and Objectives

3.1 To ensure compliance with relevant legislation, in particular with the requirements of the Management of Health and Safety at Work Regulations (1999).



3.2 To undertake a suitable and sufficient assessment of all workplace risks, identifying hazards and judging the level of risk.

3.3 To eliminate or reduce, as far as reasonably practicable, all unacceptable risks by the implementation of appropriate alternatives or control measures.

3.4 To record and review assessments at an appropriate frequency.

3.5 To provide suitable information, supervision and training to enable effective risk assessments to be carried out.

## 4. Responsibilities.

4.1 The Directors of HC have the overall responsibility, statutory and operational, for managing health and safety.

4.2 The CEO, supported by the Business Support Manager, will ensure that:

- An assessment of risks for the areas under their control is performed
- Actions are identified and implemented
- The results of the risk assessment are documented and kept

4.3 All staff, volunteers and Directors will ensure that they participate as requested in the risk assessment process and use/maintain any control measures identified as being necessary to minimise risks.

## 5. Arrangements

5.1 Assessments will be recorded on the **HC Risk Assessment Form** in accordance with the Risk Assessment Policy

5.2 Copies of completed risk assessments will be reviewed and monitored on a regular basis.

5.3 Records will be available to staff for information and also for audit purposes.

5.4 All assessments will be entered in the **Risk Assessment Register**.

## 6. Training

6.1 As part of their induction, Staff/volunteers undertake training in the following areas through the Mentor portal:

- Mandatory training: health & safety induction; home working; stress essential; fire safety; display screen awareness; manual handling awareness; safeguarding



- Specific training as deemed appropriate by their Line Manager

## 7. Monitoring

7.1 The Business Support Manager is responsible for ensuring that risks are reviewed and the register is updated.

7.2 Reported risks are reported to and reviewed by the Board of Directors on an annual basis apart from Business Risk which is monitored quarterly; and any serious incidents which would be reported immediately.

## 8. Acceptable Levels of Risk

8.1 It is accepted that it is neither realistic nor possible to totally eliminate all areas of risk. It is however feasible to develop a systematic approach to the management of risk so that adverse consequences are minimised or, in some cases, eliminated.

**Please see appendix for process**

<b>This is a controlled document. It should not be altered in any way without the express permission of the author or their representative. On receipt of a new version, please destroy all previous versions.</b>				
<b>Document No.</b>	QP011.1		<b>Original issue date:</b>	January 2021
<b>Document Title:</b>	Risk Assessment Policy		<b>Author:</b>	Business Support
<b>Version:</b>	1	<b>Pages:</b>	5	<b>Last reviewed:</b> April 2021
<b>Approved by:</b>	Board of Directors		<b>Next review:</b>	April 2023



## Appendix 1: Five Key Steps in the Risk Assessment Process.

---

Step 1        Observe the workplace overall and then systematically address individual areas including processes and equipment.

Step 2        Decide who is likely to be harmed and how.

Step 3        Evaluate the risks arising from the hazards and decide whether existing precautions are adequate or not. When you have assessed the need for action, it is then necessary to address the question of controlling the hazard.

E: Eliminate – Can the hazard, product, or process be eliminated completely?

R: Reduce – Can the level of exposure to the hazard be lessened, or can a less hazardous substitute be used?

I: Isolate – Can people be isolated from the hazard or can the hazard be isolated from the people

C: Control – Can the hazard be controlled by:

- Methods of work/Procedures
- Training
- Information
- Instruction
- Supervision
- Or provision of protective equipment?

Step 4        Record your findings on the risk assessment form. Using the risk assessment matrix, categorise the risk factor to provide an indication of significant risks that need urgent attention. Record control measures to be taken to eliminate/reduce the risk.

Step 5        Review the assessment regularly, especially when new staff, new equipment or new methods of work are introduced, at a minimum of annual intervals and revise if necessary.

