



Working Together Ludlow
to include people with learning difficulties

Date Policy Adopted by the Board of Trustees:	February 2020
Policy Review Date:	February 2023

Risk Assessment Policy

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

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

1. Responsibilities

The following posts have responsibilities

Employees and volunteers are responsible for:

Assisting with and participating in the process of risk assessment

Managers and supervisors are responsible for:

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

2. Hazard Identification

Managers and supervisors are responsible for making themselves aware of all routine and non-routine activities (including foreseeable emergencies) undertaken in their areas of responsibility. Once the exercise is complete it will be possible to describe activities in a meaningful way for the purposes of risk assessment.

Whenever possible managers and supervisors 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.

3. Expectant or Nursing Mothers

When an employee notifies her manager that she is pregnant, has recently given birth (including to a stillborn child after 24 weeks of pregnancy) or is a nursing mother, the manager must review all risk assessments relating to work or tasks undertaken by the employee to ensure that neither the mother nor child is placed at risk.

4. Risk Evaluation

Once hazards associated with activities have been identified, it becomes necessary to establish what the potential hazardous outcomes or events could be associated with the hazard, who could be harmed and how they could be harmed.

The next stage is to examine the likelihood of a hazardous event occurring. Infrequently occurring hazards, present less risk than frequently occurring hazards.

Once likelihood has been determined the probable consequences of the hazardous event should be considered. Consequences can be considered in terms of severity of potential injury (is it probable that a person would die or sustain minor injuries) but consequence also can be considered in broader terms, including reputational consequences.

5. 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

6. 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 be readily accessible to, employees, volunteers and others as appropriate.

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

7. 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 assessments must be reviewed periodically and ; if there has been a significant change in the matters to which it relates; and if there is reason to suspect that it is no longer valid.

8. Review of Policy

This policy will be reviewed on a three yearly basis or at an earlier date if changes are required due to risk assessment review or changes in government advice.

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