

Risk Assessment Policy

Key Points:

This Policy outlines the arrangements for complying with the safety risk assessment requirements of the *Management of Health and Safety at Work Regulations 1999*. It is the responsibility of the manager to ensure that suitable and sufficient risk assessments are carried out as a means of achieving hazard elimination and risk reduction in terms of exposure to work activities. A risk assessment approach is required in respect of all work activities – see the Risk Assessment Register for all R.A.'s. Where significant, foreseeable hazards are identified, a record of these must be kept on the appropriate documents, with control measures and responsibilities noted and actioned. The outcomes of risk assessments must be incorporated into safe working practices in the form of workplace precautions and risk control systems to minimise the risk of harm occurring. Risk assessments are reviewed periodically and also when there are any changes in working arrangements or practices which would impact on the findings of the assessment.

1. Introduction

- 1.1 Risk Assessments are used to identify safe working practices and the action necessary to implement them. The techniques of risk assessment required under the *Management of Health, Safety and Welfare Regulations 1999* should be applied primarily to those significant hazards arising from exposure to work activities, equipment, and processes.
- 1.2 A similar risk assessment approach will need to be used in respect of specific issues, e.g. *Manual Handling and Fire*.
- 1.3 Physical conditions of premises, offices, and other buildings under the control of the Council are covered by the *Workplace (Health, Safety and Welfare) Regulations 1992 (WHSW)*. These Regulations are prescriptive in terms of the physical/environmental conditions of workplaces and are normally addressed by active monitoring in the form of the periodic quarterly or termly workplace inspections.
- 1.4 Similarly, hazards associated with temporary workplaces, which could give rise to serious and imminent danger should be subject to a specific risk assessment.
- 1.5 For a risk assessment to be considered “**suitable and sufficient**”, it must identify the risks from the work activities and enable a manager to identify and prioritise the measures which are needed to ensure that the relevant statutory provisions are complied with. It must be appropriate to the nature of the work and such that it remains valid for a reasonable period of time. The complexity of the risk assessment will be commensurate with the complexity of the activity.
- 1.6 Risk assessments must be reviewed if developments suggest that it may no longer be valid or can be improved in some way. In most cases, it is recommended that an annual review takes place but the time between reviews will vary according to the nature of the risk and the degree of change likely in the work activity. Such reviews should form part of standard management practice. Any assessments must be reviewed if there are significant changes to personnel, materials used, equipment, location, or task activities; or following any incident, event or near miss that may indicate that the existing control measures are inadequate.

2. Responsibilities

2.1 Managers will:

- 2.1.1 Ensure that arrangements are in place for implementing this Policy, through department-specific guidance on its application
- 2.1.2 Ensure that line managers and/or key staff [to be trained as necessary] are competent to carry out and/or interpret generic and/or specific risk assessments for activities within their sphere of control
- 2.1.3 Have systems in place for the periodic monitoring of the implementation of this Policy.

2.2 Employees will:

- 2.2.1 Ensure that safe working practices, resulting from risk assessments, are fully understood, and complied with
- 2.2.2 Advise their line manager of any perceived needs for training or instruction in those practices and of any circumstances that might require new or revised risk assessments
- 2.2.3 Use a dynamic risk assessment approach themselves during the normal course of their work, and exercise reasonable care and self-awareness whilst carrying out their work activities on or off external premises.

Signature: _____


[Managing Director]

Date: _____

