



Risk Assessment Policy

Positive risk taking is weighing up the potential benefits and harms of exercising one choice of action over another, identifying the potential risks involved and developing plans and actions that reflect positive potentials.

What is risk assessment? A risk assessment is simply a careful examination of what, in your work, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm. The risk is the chance, high or low, that somebody could be harmed, together with an indication of how serious the harm could be.

Risk taking can involve everybody working together to achieve positive outcomes. Ensuring staff use procedures and receive appropriate support and supervision. Risk assessment should be carried out regularly, updated by competent staff for all identified risks.

A number of important issues need to be considered when carrying out risk assessments:-

- Risk changes as circumstance change.
- Risk can be minimised but not eliminated.
- Identification of risk carries a duty to do something about it.

Information gathering and sharing is important. It is the key to identifying a risk in the first place.

Step 1 Identify the hazards (a hazard is anything that may cause harm)

Step 2 Decide who might be harmed and how

Step 3 Evaluate the risks and decide on precautions

Step 4 Record your findings and implement them

Step 5 Review your assessment and update if necessary

Step 1 Identify the hazards First will work out how people could be harmed.

Step 2 Decide who might be harmed and how - For each hazard we will be clear about who might be harmed. In each case, we will identify how they might be harmed, i.e. what type of injury or ill health might occur. We will consider that some workers have particular requirements, who may be at particular risk e.g. new and young workers, new or expectant mothers and people with disabilities.

Step 3 Evaluate the risks and decide on precautions - Having spotted the hazards, we will then decide what to do about them. The law requires we do everything 'reasonably practicable' to protect people from harm. We will consider if we can get rid of the hazard altogether? If not, how we can control the risks so that harm is unlikely?

Step 4 Record your findings and implement them - We will write down the results of our risk assessment, and share them with other staff member.

Step 5 Review your risk assessment and update if necessary – We will review our risk assessments on an ongoing basis and will ensure our risk assessments stay up to date. Any significant changes will be added immediately. We will attach an additional risk sheet to each risk assessment for staff to record findings and add new risks and control measures. We will review our risk assessments in April each year.