



Risk Assessment Policy

Introduction

The purpose of this policy is to ensure that the centre has arrangements in place at all levels to meet the requirements of the management of Health and Safety at Work Regulations 1999, which specify that an employer must conduct risk assessments. This policy should be read in conjunction with the centre's Health and Safety Policy.

Implementation

All staff are responsible for the implementation of this policy within areas that are under their control. Staff must be able to identify hazards, evaluate risks and determine the effectiveness of controls.

Managing Risk

It is important to take account of aspects common to all areas, such as fire precautions. If areas or activities to be assessed have similarities to each other, then the use of a generic risk assessments is appropriate.

Definitions

The HSE guidance leaflet "Five steps to risk assessment" offers the following definitions in terms of risk assessments:

A **hazard** is anything that may cause harm, such as chemicals, electricity, working from ladders, an open drawer, etc. the **risk** is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

The 'extent of the risk' will depend upon:

- the likelihood of that harm occurring;
- the severity of that harm;
- the number of people which might be affected

Effective risk management requires evidence that all significant hazards have been identified, risks adequately assessed and that the controls have been determined, implemented and are effective. When assessing risk, Coaches must:

- identify key tasks;
- identify the significant hazards which arise from those tasks;
- assess the likelihood of those hazards occurring, who might be harmed and thus evaluate the level of risk that arises;
- determine the adequacy of existing controls and identify the need for any further action;

Responsibilities

The Health and Safety Officer must ensure that risk assessments:

- are completed;
- relate to the actual work being undertaken;
- are consistent;
- are valid;
- are dated and regularly reviewed

As appropriate, when writing risk assessments, Coaches should make reference to:

- Control of Substances Hazardous to Health Regulations 2002
- Manual Handling Operations Regulations 1992
- Health and Safety (Display Screen Equipment) Regulations 1992
- Personal Protective Equipment at Work Regulations 1992
- Regulatory Reform Fire Safety Order 2005 (See Fire Policy)

Information for Employees, volunteers and students

Employees, volunteers and students should be given comprehensible information on:

- the risks to their health and safety identified by the risk assessment;
- prevention or protective measures;
- emergency procedures