



H & F Mencap

Risk Assessment Policy and Procedure

Policy Statement

This policy applies to all staff, including senior managers and the board of trustees, paid staff, volunteers and sessional workers or anyone doing work on behalf of HF Mencap. It is the responsibility of the Chief Executive Officer and the Board of Trustees to ensure risk assessments exist for each of HF Mencap's services and activities. All staff have a legal responsibility to co-operate with their employer in the control of health and safety and implementation of risk assessments. Failure to do so may lead to disciplinary proceedings.

HF Mencap seeks to provide opportunities for its client base to experience a range of services and activities. Therefore we acknowledge that risk assessment and management plays a vital role in enabling us to do this, through minimising any potential harm to those who use our services, the organisation, its staff, volunteers and the wider community. HF Mencap recognises that, under the Health & Safety at Work, Act (1974), employers have a duty to ensure risks are as low as reasonably practicable. Risk assessments are an essential part of a successful health and safety management system. Risk assessments will be reviewed regularly to ensure control measures are working and any new hazards are identified. In the event of an accident or incident, the relevant risk assessment will be referred to and, if necessary, updated to reflect improvements to control measures.

Risk assessment and management cover the following areas:

- Organisation: the management of risk which has the potential to damage HF Mencap as an organisation
- Premises: risks associated with HF Mencap's own premises and the use of external premises.
- Activities: risks associated with provided particular activities and services.

- Clients: risks associated with the specific individual needs of those who use our services.

In each case, the procedure for risk assessment and management covers the following:

- Identification of the risk.
- Identification of who or what is at risk: service users, staff, visitors, members of the public, the organisation, its assets or resources.
- Assessment of the level of risk in terms of the potential impact and the likelihood of occurrence.
- Identification of the control measures in place to eliminate or reduce risk.
- Assessment of the residual risk, taking into account the control measures.
- Ensuring that control measures are followed.
- Monitor and review risk assessment.

Aims

This policy aims to ensure that HF Mencap:

- Has appropriate systems in place for identifying and managing risk across all aspects of the organisation's work.
- Has suitable measures in place to protect those likely to be exposed to risk.
- Is compliant with relevant legislation.

1. Definitions

1.1 Risk assessment, hazards and control measures:

“A risk assessment is a careful examination of the factors that could cause harm to individuals, the environment etc. These factors are often referred to as hazards. Once the hazards have been identified, the person conducting the risk assessment considers what could be done to reduce or prevent the risk of an injury, illness or damage from occurring. These are usually referred to as the control measures.”

2. Responsibilities

2.1 Trustees

- To take reasonable steps to satisfy themselves that the policy is being implemented.

2.2 Senior staff

- To act in accordance with the policy.
- To communicate the policy to other staff and volunteers and to ensure it is being implemented correctly.
- To monitor the performance of the policy and report to trustees
- To approve and review the policy on a regular basis

2.3 All Staff and volunteers

- To act in accordance with the policy

3. Related documentation

- Risk register and risk assessments
- Health and safety
- Safeguarding
- Fire action plan

- Dealing with emergencies
- Epilepsy
- Food hygiene
- Hoisting and tracking
- Managing individual's with allergies or who are sick or infectious
- Medication
- Missing client
- Positive behaviour management

4. Additional key Legislation relating to risk assessments in the workplace

- The Management of Health and Safety at Work Regulations 1999
- Provision and Use of Work Equipment Regulations 1998 (PUWER)
- Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
- Manual Handling Operations Regulations 1992 (MHOR) (as amended 2002)

Procedure

Risk assessments will be conducted by a member of staff whom the Chief Executive Officer or relevant Manager considers competent to carry out the task. Staff conducting risk assessments should also follow the principles set by the Health and Safety Executive – 'A brief guide to controlling risks in the workplace'. This document can be found in the following link:

<http://www.hse.gov.uk/pubns/indg163.pdf>.

Staff should also undertake relevant training in regards to assessing risk. If a member of staff does not engage with this training they may face disciplinary action.

Risk assessments for services and activities will be approved by the relevant Projects Manager or Chief Executive Officer before they become live. The original of the risk assessment is to be stored on the HF Mencap network, following the correct data protection laws if they contain personal and confidential information. Risk assessments for services, activities and individuals will be completed using the relevant risk assessment form. A copy of the risk assessment is provided to the most

senior person, who is responsible for ensuring this is provided to and understood by relevant staff.

Organisational risk register

HF Mencap undertakes an annual review of the overall risks faced by the organisation, covering areas such as governance, finance, staffing, legal compliance, premises, equipment and service delivery. Risk areas identified as medium or above after mitigation will be monitored by the Chief Executive Officer or Director of Business Development and Operations on a bi-monthly basis.

High-level risk assessment

HF Mencap carries out an annual risk assessment to cover the main service activities carried out by the organisation. This covers the main areas of service delivery where risks have been identified, such as: the use of the kitchen; activities and outings; hazardous substances and medication; use of electrical equipment, maintenance of premises (inside and outside), moving and handling, fire procedures, transport and the use of company vehicles, physical injury (including by another person) and emergency procedures.

Specific risk assessments – activities and premises

Service managers and/ or coordinators will carry out specific risk assessments in connection with services and activities, or in relation to the use of particular venues or premises, including our own. These assessments should be carried out as follows:

- A walk around the environment to identify any possible hazards or risks.
- An assessment of the level of risk, the likelihood of occurrence and who might be affected.
- An assessment of what can be done to minimise the potential risk, either by removing the risk altogether or by controlling the risk so that harm is less likely.

In the case of external premises, this should include reference to adherence to other organisations' policies and procedures.

- An assessment of whether the activity or premises is considered suitable for HF Mencap use, and whether its use is appropriate to all service users.
- The completion of a risk assessment form to record the risks and control measures identified. The risk assessment form must be used to ensure control measures are adhered to.
- A review of the venue or activity on an annual basis, or more regularly if a change takes place, or in response to a specific incident.

Specific risk assessments – individuals

HF Mencap recognises that the individual needs of service users will have an impact on the potential for harm and the control measures required to keep them safe. It may, therefore, be appropriate to carry out an individual risk assessment to identify the risk that the person may present and to assess whether risks can be confidently managed in the activity. Levels of risk may fluctuate or change due to various factors such as change in medication or health and stress in personal life. Therefore those individuals risk assessment will be reviewed as and when needed and at least annually.