

CROSSREACH

Care you can put your faith in

**RISK ASSESSMENT
(HEALTH & SAFETY)
POLICY**

Policy Statement

CrossReach acknowledges that absolute safety in any environment is not possible therefore it embraces the safety legislation which places a duty on all employers to control workplace hazards so far as is reasonably practicable. Where there are significant risks arising from CrossReach activities, they must be identified and avoided or reduced to an acceptable level.

This will be achieved by carrying out a suitable and sufficient assessment of risks to anyone affected by our activities and any equipment or premises, using the method described in the CrossReach Risk Assessment Procedure.

Purpose of the Policy

To ensure that CrossReach complies with the legal duty to have suitable and sufficient risk assessments in place and that everyone affected is aware of the recommended method of complying with this duty.

Who Is Affected By This Policy

All CrossReach employees, agency workers, contractors, consultants, students on placement, volunteers and visitors (lawful or unlawful) to any CrossReach services/offices.

Who should know about this Policy

Anyone working for CrossReach in either a paid or voluntary capacity, anyone providing a service for or on behalf of CrossReach and people who use our services.

Definition

- **Risk Assessment** – is a formal document which identifies the hazards and people affected and outlines the measures that will be put in place to avoid or control this risk.
- **Hazard** – anything with the potential to cause injury, damage or harm. This could be a substance, object, process or activity.
- **Significant** – something not trivial in nature that is capable of creating a real risk which any reasonable person would appreciate and guard against.
- **Reasonably practicable** – achieving a sensible balance of practical safety precautions to achieve a manageable, acceptable level of risk.
- **Risk** – a combination of the probability of an incident occurring and the severity of the likely consequences.

Core Principles

1. The risk assessment procedure contains templates which services must complete to record the following:-
 - any hazards associated with working activities
 - the range of individuals who might be affected
 - the degree of risk this presents to each group of individuals
 - personal support needs which may impact on safety or service delivery
 - suitable precautions which will avoid or reduce the risk to an acceptable level
2. So far as is reasonable and practicable, the risk assessments will be subject to consultation with anyone who is affected by its content. Where it is not possible to consult directly, representatives may be appointed by the people affected to discuss the suitability of safety arrangements.

3. Some risks can never be eliminated but risks must be reduced to the point where they are acceptable, but not by means of burdensome paperwork or controls which diminish the benefits of an activity.
4. Any employees preparing risk assessments must be competent to do so through training or experience, this will include sufficient understanding and knowledge of the activity, equipment and people involved to make informed, sensible judgements about practical safety measures and reasonably acceptable levels of risk.
5. Within the Personal Care/Support plan, there may be risk assessments carried out for specific aspects of care/support which are not on the CrossReach risk assessment template, for example, tissue viability, nutrition.
6. Risk assessments must be reviewed annually as a minimum or where it is suspected they are no longer valid, when there are any significant changes and after an incident relevant to the risk assessment.
7. Risk assessments must be legible, signed and dated.

Responsibilities

Heads of Service will ensure that the policy is being followed and that reviews are being carried out by Service Managers at appropriate intervals. Any risks which cannot be reduced to an acceptable level will be referred to the Head of Service prior to work commencing or the purchase of any equipment / services.

The Health & Safety Manager will provide support and advice to managers regarding information and purchasing of any equipment and services.

The Service Manager will be responsible for ensuring that current and relevant risk assessments containing appropriate control measures are in place and that any changes are consulted on and communicated to the appropriate groups or individuals.

All employees will read, understand and follow all risk assessments which are relevant to their role, as part of their induction and on an ongoing basis. Any concerns about the suitability or effectiveness of safety precautions, or the level of risk associated with a task, should be raised with the Line Manager responsible.

References to other Policies/Documents

- CrossReach Risk Enablement Policy
- CrossReach Health & Safety Policy
- CrossReach Risk Assessment Procedures
- CrossReach Confidentiality & Information Sharing Policy
- Personal Care/Support Plan
- CrossReach The Use of Control & Restraint
- SSSC Codes of Practice
- CrossReach Data Protection Policy
- CrossReach Supervision Policy

Ethics & Legislation


All CrossReach employees, volunteers, students on placement, people who use our services, will be treated in accordance with the CrossReach values and the following legislation:-

- Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- Data Protection Act 1998

Monitoring and Auditing

Service Managers will ensure that risk assessments are in place to allow everyone involved to carry out their roles in a safe manner. Through regular supervision and other internal communication routes the Service Manager will monitor and discuss any changes to risk assessments relevant to the service.

During routine visits and supervision, Heads of Service will monitor that risk assessments are in place and are being appropriately reviewed on at least an annual basis, or more frequently depending on the nature of the hazards involved.

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