

CONTENTS	Page
1.0 INTRODUCTION.....	1
2.0 GENERAL STATEMENT.....	1
3.0 LEGISLATION.....	1
4.0 ORGANISATION AND MANAGEMENT.....	2
5.0 ASSESSMENT.....	4
6.0 DEFINITIONS.....	5
7.0 IDENTIFYING HAZARDS.....	6
8.0 ASSESSING POTENTIAL RISKS.....	6
9.0 CONTROL MEASURES.....	6
10.0 REVIEWING RISK ASSESSMENT.....	7
11.0 COMMUNICATING THE RISK ASSESSMENT.....	8
12.0 MONITORING, AUDIT & REVIEW.....	8

1.0 INTRODUCTION

Implementation: It is the responsibility of line managers to ensure that staff members are aware of and understand this policy and any subsequent revisions.

Compliance: This policy complies with all relevant regulations and other legislation as detailed in the *Compliance with Regulations & Legislation Statement*.

Scope: This policy applies to Lancaster City Council and all sites under its demise.

2.0 GENERAL STATEMENT

Lancaster City Council recognises that it has a legal and moral obligation to carry out risk assessments in order to identify hazards, record control measures and to communicate risks to its workers.

The Organisation will ensure that risk assessments are carried out, which shall detail the range of foreseeable health and safety hazards associated with the operation of the business, together with relevant remedial actions.

The Organisation strongly advocates a team approach to risk assessment, as this will allow for the consultation process to be engaged. It will also assist in achieving ownership of the problems and very importantly encourage staff to make full use of any of the necessary control measures.

Employees are responsible for ensuring that hazards discovered whilst carrying out work activities are reported to line managers so that the necessary remedial action can be taken.

3.0 LEGISLATION

The Organisation has a responsibility under sections 2 and 3 of the Health and Safety at Work etc. Act 1974 for the safety of employees and others who may be affected.

Risk Assessment is a legal requirement under a range of health and safety regulations, notably the following:-

- The Management of Health and Safety Regulations 1999

The Management of Health and Safety Regulations state that every employer shall make a suitable and sufficient assessment of:

- (a) the risks to the health and safety of their employees to which they are exposed whilst they are at work; and
- (b) the risks to the health and safety of persons not in his employment arising out of or in connection with the Organisation's work activities.

Any such assessment should be reviewed by the employer if:

- (a) there is reason to suspect it is no longer valid; or
- (b) there has been a significant change in the matter to which it relates.

The Regulations also require employers to record the significant findings of the assessment.

4.0 ORGANISATION AND MANAGEMENT

Chief Executive Officer

The Chief Executive Officer has overall responsibility for ensuring that the Organisation meets its statutory obligations and that effective arrangements for the management of health and safety are put in place.

Senior Leadership Team (Chief Officers)

The Senior Leadership Team have executive responsibility to manage Health and Safety including compliance with Health and Safety at Work Act, etc. 1974 and other relevant legislation, best practice guidance and Company policies to meet legal and organisational requirements within their respective services including the provision of adequate resources to meet the requirements of the risk assessment findings.

Chief Officers are responsible for the ensuring the provision of arrangements in relation to risk assessment and ensuring that the organisation's policy is implemented for their respective services, for providing support and advice to their respective managers and monitoring implementation of this policy within their respective areas.

The Health and Safety Team

The Health and Safety Team is responsible for facilitating the risk assessment process by offering advice, support and guidance and ensuring that information and training is available to all levels of management and other staff involved in the process.

Line Managers

Line Managers, have direct responsibility for health and safety matters relating to premises under their control and for persons reporting directly to them and are therefore responsible for the implementation of the provisions of this policy for the staff and / or premises under their jurisdiction by:

- Ensuring that risk assessments consider who could be harmed and clearly identify those groups or individuals in the assessment.

- Ensuring that the staff team is involved in the risk assessment process and that risk assessments are not undertaken in isolation.
- Ensuring that suitable and sufficient risk assessments are conducted in the area(s) under their control, including those for New and expectant mothers (assessments are also to be undertaken for those noted in “What if the worst happens?” section of the maternity leave policy. Young person people (anyone under 18) or (21 if they have a learning difficulty)
- Ensuring that where the risks cannot be sufficiently reduced, the Line Manager is to seek guidance from the Health and Safety Team prior to implementation.
- Ensuring that persons involved in the risk assessment process are given adequate information and training.
- The risk rating is determined by considering the severity of the impact/outcome of the hazard and the likelihood of its occurrence in order to prioritise the risk reduction measures required.
- Risks are rated and prioritised for action using the method described in the “Risk Rating Scale”.
- Safe systems of work are developed to eliminate, reduce or control risk and compliance with these systems is effectively monitored.
- Risk assessments and risk action plans are recorded on the appropriate documentation (My Compliance) and are available for inspection.
- Risk assessments are communicated to all the relevant personnel (employees and others) so they are fully aware of the hazards and risks as well as the control measures required to prevent injury loss or damage. The staff who the risk assessment relates to must sign onto the risk assessment as read and understood.
- Risk assessments are reviewed at least annually, and/or when circumstances change, or the assessment is thought to be no longer valid for any reason.
- Staff receive training appropriate to the safe performance of their work activities.
- Line managers are made aware of any resource implications related to risk assessments.

Employees

All employees are responsible for ensuring that they are fully aware of risk assessments in their area and the action they need to take as individuals to ensure compliance with control measures identified as being necessary, namely by: -

- Familiarising themselves with the risk assessments for their work activities.
- Where necessary, undertaking dynamic risk assessments of their working environment, recording any significant findings and bringing these to the attention of managers and their colleagues.
- Identifying risks where they arise and bringing their concerns to the attention of their manager.
- Complying with the safe systems of work (collective risk assessments for the activities being carried out).
- Expecting employees are responsible for notifying their line manager in writing once a pregnancy has been confirmed.

- Attending training as required to enable them to participate in the risk assessment process and perform their work activities capably and safely.
- Reporting all incidents to their manager in accordance with the Accident / Incident Reporting Policy.
- Not placing themselves or others at risk. This may, on occasion, include a refusal to enter into or complete a task because the risk is deemed too great.
- Notifying Line Managers, Supervisors / Team Leader of a significant change or a new hazard which has been found within their job role.

Health and Safety Trade Union Representatives

Health and Safety / Trade Union Representatives have certain responsibilities and duties and are able to audit and complete inspections where required.

A health and safety representative is a fellow worker who represents other union members to look after the health and safety at work of people they work with.

Health and Safety Representatives have the right to:

- take an active part in workplace risk assessments.
- investigate potential hazards and 'dangerous occurrences' and examine the accident data.
- investigate members' complaints.
- carry out inspections of the workplace in work time, at least every three months.
- be consulted on new working practices and new technology.
- receive safety information from their employer (such as inspectors' reports, hygiene surveys and risk assessments).

5.0 ASSESSMENT

All Managers and Supervisors / Team Leaders shall ensure that risk assessments are carried out within the My Compliance system, which shall detail the range of foreseeable health and safety hazards associated with the operation of their service.

All Managers and Supervisors / Team Leaders shall ensure that any assessment relating to the use of a hazardous substance (Control of Substances Hazardous to Health - COSHH) or the use of display screen equipment (DSE) is carried out before the commencement of any work involving the use of that substance or workstation.

A manual handling assessment also needs to be carried out where it is not reasonably practicable to avoid the need for staff to undertake any moving or handling task, which involves potential risk of injury. This shall be carried out in accordance with the requirements of the Manual Handling Policy.

Risk assessments must be carried out by a competent person i.e. someone who has the skills and knowledge of the particular task or work area and is trained in the use of the risk assessment system (My Compliance).

All risk assessments should be documented on the My Compliance Risks Module.

The outcome of all risk assessments will be communicated to all 'at risk' persons; this includes contractors carrying out work on site.

Safe systems of work/safe procedures will be drafted and implemented by the appropriate manager and staff.

All assessments must be current for the tasks or work area to which they apply and be reviewed if there is any reason to suspect that they are no longer valid, or there has been any significant change (e.g. changes in legislation, technology, staffing or the loss of experienced specialist staff). As a minimum, assessments will be reviewed on an annual basis. There may be a requirement to re-evaluate the level of risk following the implementation of further control measures.

Certain hazards and risks are covered by specific legislation. These include the exposure to noise, disposal of special waste, asbestos etc. The organisation will make provision for guidance and for specialist risk assessment advice in such areas through the Health and Safety Team.

6.0 DEFINITIONS

Risk assessment – is the review of all work activity to identify what might cause harm to people and decide whether reasonable steps are being taken to prevent that harm.

Dynamic Risk Assessment – continuous assessment of risk in the rapidly changing circumstances of carrying out a work procedure, in order to implement the control measures necessary to ensure an acceptable level of safety (on the spot risk assessments)

Hazard – is anything with the potential to cause harm, such as chemicals, electricity, working from ladders, an open drawer etc

Risk – is the chance/likelihood, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be

Control measures – are actions, procedures, protocols etc. designed to eliminate, reduce/control risk presented by exposure to the hazard.

Suitable and Sufficient - A risk assessment will be considered to be suitable and sufficient if it:-

- is appropriate to the nature of the work.
- ensures that all aspects of the work activity are reviewed.
- takes a systematic approach in identifying hazard and risk-taking account of the way the work is organised.
- identifies the foreseeable risks associated with the work and includes enough detail proportionate to the risk.
- considers who might be affected including member of the public.
- Involved employees or their representatives and they were asked in relation to who may be affected.
- identifies the measures already in place to control risk as well as any required to further reduce risk including any necessary to comply with any statutory requirements applicable to the work or process.
- the precautions are reasonable / proportionate, and the remaining risk is no higher than medium. If the residual risk is identified as high the person responsible is to seek further guidance from the Health and Safety Team.
- includes a recommended review date i.e. identifies the period of time for which the assessment is likely to remain valid.

Young Person

A young person is anyone under 18 (or 21 if they have a learning difficulty) who may be exposed to additional hazards/risks due to:

- lack of experience
- being unaware of existing or potential risks and/or
- lack of maturity
- Lack of risk perception

New or Expectant Mother

The phrase means a new or expectant mother is an employee who is pregnant, who has given birth within the previous 6 months (including any pregnancies lasting 24 weeks or more, but where the baby does not survive), or who is breastfeeding.

7.0 IDENTIFYING HAZARDS

Hazard identification should be made using for example the following: -

- task observations
- consultations with staff
- accident ill-health or near miss data
- workplace inspections
- legal standards
- guidance (manufacturers; Equipment user guidance/instructions; HSE; BSI; professional bodies)

This list is not exhaustive.

8.0 ASSESSING POTENTIAL RISKS

When the hazards have been identified, the risk assessor should consider the potential impact the hazards may have on people, services or property.

A risk grading must be decided upon for the task/activity/hazardous situation being assessed. This should be done taking into account how likely people are at risk with the existing control measures in place.

The organisation uses a risk grading system based on a 1 – 5 scale for hazard severity and 1 – 5 scale for hazard probability. Using this scale, the lowest risk is graded as 1 and the highest risk is graded as 25. (Refer to Risk Assessment Rating Scale within My Compliance).

9.0 CONTROL MEASURES

Once the assessment has been made it should be possible to take action on the necessary precautions and protective measures.

Any preventative and protective measures implemented shall be determined on the basis of the principles specified in Schedule 1 of the Management of Health and Safety Regulations 1999: -

- a) avoiding risks.
- b) evaluating the risks which cannot be avoided.
- c) combating the risks at source.
- d) adapting the work to the individual, especially as regards the design of workplaces, the choice of work equipment and the choice of working and production methods, with a view, in particular, to alleviating monotonous work and work at a predetermined work-rate and to reducing their effect on health.

- e) adapting to technical progress.
- f) replacing the dangerous by the non-dangerous or the less dangerous.
- g) developing a coherent overall prevention policy which covers technology, organisation of work, working conditions, social relationships and the influence of factors relating to the working environment.
- h) giving collective protective measures priority over individual protective measures; and
- i) giving appropriate instructions to employees

Control Strategy

It is far preferable to provide effective controls measures which provide a safe place of work rather than measure which only protect the individual person. I.e. preference should be given to eliminating the hazard altogether or replace it with something less hazardous, than to rely on people working safely or wearing protective clothing.

Managers should therefore seek to provide 'safe place controls' in preference to 'safe person controls'.

Safe Place Controls

Elimination of risk
Substitution
Reduction of risk at source
Enclosure of risk
Removal of person from risk
Reduction of contact with risk

Safe Person Controls

Procedures
Training
Instruction
Supervision
Information
Personal protective equipment

The general working environment should be safe for everyone. In that way, whoever is exposed is likely to have some degree of protection. Personal controls place the onus very much on individuals, linked with all the usual human behavioural problems. In reality, a combination of controls is often implemented, i.e. as much control of the work environment as possible, supported by instruction notices, procedures and safety equipment, where required.

10.0 REVIEWING RISK ASSESSMENT

Risk assessment is not a one-off activity, as hazards and risks do not remain static. It is therefore necessary to carry out a periodic review of risk assessments in order to ensure that they remain valid and to ensure that:-

- Actions have been implemented appropriately and the risk mitigated.
- The risk scoring is still appropriate.
- The likelihood or impact of a risk has not been altered by other factors.

Reviews should be undertaken in the following circumstances: -

- Following an accident: incident; near miss or dangerous occurrence.
- Where there is a significant change in the work activity (if any circumstances change).
- Where there is a change in the employees' e.g. new employees; young workers, expectant mothers; people with disabilities.
- Changes to equipment, plant and work processes.
- Changes in legislation and/or Government Guidance.
- As a result of monitoring or audit.
- As a result of advice or action by Enforcing Authorities.
- New information becomes available relevant to the work activities.
- Improved control measures become available.
- special "one-off" occasions (e.g. building alterations).
- a specific period of time has elapsed, thus indicating the need for a periodic review.

However, it is good practice to review risk assessments regularly even when the above circumstances do not occur.

The frequency of these reviews will depend on the type of assessment and any legislative requirements. Work activity risk assessments, particularly around working with members of the public should be reviewed relatively frequently, whilst general risk assessments shall be reviewed at no less than annual intervals as a minimum.

Risk scores may increase or decrease depending on the effectiveness of the actions implemented and other factors that may have compounded the situation (e.g. staff shortages).

The organisation advocates a team approach to risk assessments as being most effective. Therefore, Line Managers and the Health and Safety team shall be responsible for establishing this approach within the premises for which they are responsible.

11.0 COMMUNICATING THE RISK ASSESSMENT

It is important to regularly update employees on what risk assessments have been completed/reviewed, and any actions that have been implemented/changed as a result. This will allow staff to be aware of changes that happen as a result of the risk assessment process and encourage compliance with it.

It is employee's responsibility to consult with their line manager if they have any concerns, recommendations and observations in regards to their risk assessments to ensure they are considered within the risk assessment reviews.

Nominated individuals within the team should be consulted on new/reviewed risk assessments before communicating any confirmed changes with all employees as soon as practically possible following the review.

Examples of ways to share and update staff members on the risk assessments include:

- Through involvement in writing / reviewing the risk assessments.
- Email final completed risk assessments with voting buttons.
- As part of practical demonstrations of new equipment.
- Safety briefings / start of shift briefings and workshops.
- Printed copies of risk assessments within health and safety files for each team / department / vehicle.
- Issue of risk assessments through the My Compliance App and / or QR code.

It is mandatory for employees to sign off a risk assessment as 'read and understood' either through a training record, sign off sheet or email confirmation.

12.0 MONITORING, AUDIT & REVIEW

The Health and Safety Representative and the Health and Safety Team will regularly monitor any accident/incident information and provide advice and support to managers as need dictates.

This policy will be reviewed as part of the regular reviews, unless changing circumstances require an earlier review.