

# Ryedale & District Mencap

Risk Assessment

Policy & Procedure

April 2022

Ryedale & District Mencap

**RISK ASSESSMENT**

**POLICY & PROCEDURE**

This policy and procedure has been adopted by Ryedale & District Mencap through its Trustee Committee which remains responsible for its review.

Original signed version is kept at the Ryedale & District Mencap registered office.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

**Chair of Trustee Committee**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

**Committee Member**

**Record of adoption and review of this policy and procedure:-**

Adopted:

Due for review:

# RYEDALE & DISTRICT MENCAP

## **RISK ASSESSMENT POLICY & PROCEDURE**

### **Introduction**

This policy applies to Ryedale & District Mencap employees and volunteers

This policy aims to ensure a suitable and sufficient risk assessment is conducted for each area of Ryedale & District Mencap's business. Ryedale & District 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.

A risk assessment is a careful examination of the factors that could cause harm to people. 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 or illness from occurring. These are usually referred to as the control measures.

### **Policy**

It is the responsibility of the Chair of the Management Committee and the trustees to ensure risk assessments exist for each of Ryedale & District Mencap's services and activities. All activities which take place within the Centre's premises must have up-to-date risk assessments, copies of which must be provided to the Society before the event takes place.

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.

Ryedale & District Mencap will ensure that a risk assessment is carried out

- for each service and activity (e.g. projects, open days)
- for each service user with a learning disability attending our services and activities, who are the responsibility of the Society
- for each paid or voluntary position, if required

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

## **Procedure**

Risk assessments will be conducted by a member of staff who the Chair of the Trustee Committee considers competent to carry out the task (the Manager).

Persons conducting risk assessments should also follow the principles set out in the Health & Safety Executive's 'Five Steps to Risk Assessment' document, which is available at the Ryedale & District Mencap office and at

<https://www.rospa.com/rospaweb/docs/campaigns-fundraising/hse-five-steps-to-risk-assessment.pdf>

Risk assessments for services and activities will be conducted by the Manager before they become live. The original of the risk assessment will be kept at the Ryedale & District Mencap registered office.

Risk assessments for services, activities and individuals will be completed using the relevant risk assessment form. A copy of the risk assessment is to be provided to the most senior person, who is responsible for ensuring this is provided to and understood by relevant staff.

Risk assessments for paid and voluntary positions will be provided to those who hold those positions, if required.

**Additional guidance FAQ and templates are available from:**

[www.hse.gov.uk/risk/faq.htm](http://www.hse.gov.uk/risk/faq.htm)

**this web page also includes further links to Risk Management and Interactive tools**

## Audit Guidance

Check	Evidence
Has the necessary training been provided to staff completing risk assessments?	<p>Check a risk assessment to establish the author</p> <p>Check training records of staff completing risk assessments</p> <p>Ask staff completing risk assessments about their own experience/training – i.e. do they feel they need more?</p>
Is there an in-date risk assessment for each project?	<p>Ask senior staff to see the risk assessment for each project they manage</p> <p>Check it is in-date and reviewed regularly</p>
Are risk assessments provided to relevant staff and do these staff understand how to use it?	<p>Ask senior staff delivering activities (e.g. at a project) for the risk assessment.</p> <p>Check that the risk assessment at the office is the same version as the risk assessment at the project.</p> <p>Ask senior staff about the risk assessment – i.e. how do they use it, are there any hazards not included on the risk assessment</p> <p>Ask all staff (including volunteers) whether they are familiar with the risk assessment.</p> <p>Find out whether they think the risk assessment could be improved</p>
Are risk assessments completed for additional activities, e.g. open days?	<p>Ask the Manager to see a copy of the risk assessment for a recent event</p>
Has a risk assessment been completed for each paid/volunteer position, if it is required, and, if so, has it been provided to the person?	<p>Ask the Manager at the office for a role risk assessment.</p> <p>Contact the person the risk assessment relates to and ask them whether they have a copy and whether they understand it</p>