



Risk Assessment Policy

Table of Contents

Risk Assessment Policy.....	2
RISK ASSESSMENT POLICY.....	2
Introduction/Definition.....	2
Identification of Risks.....	2
Aims and Objectives.....	3
Responsibilities.	3
Arrangements.	4
Training	4
Slips, Trips and Falls	4
Organisational Risk Register	4
Acceptable Levels of Risk	4
Monitoring	4
Five Key Steps in the Risk Assessment Process.	4
Revision History	5
Appendix 1: Risk Assessment Process	6

Risk Assessment Policy

This policy supports Suffolk Artlink's Health and Safety Policy

Suffolk Artlink will comply with all legal requirements concerning the Management of Health and Safety at Work Regulations 1999, which pose a legal requirement to make a written risk assessment for all hazards, so as to determine what measures need to be taken to protect the health & safety of employees, volunteers including trustees, participants and the public.

RISK ASSESSMENT POLICY

Introduction/Definition

Under the Management of Health and Safety at Work Regulations 1999 (MHSWR), the employer must make an assessment of risks to the health and safety of employees and others.

The purpose of the assessment is to identify action necessary to comply with legal requirements, making suitable and sufficient assessments of risks, arrangements for the effective planning, organisation, control, monitoring and review of the preventive and protective measures.

Although the phrase "risk assessment" may conjure up images of a complex process of judgement, based upon skilled technical knowledge, the assessment is in fact nothing more than a careful examination of what is likely, in the workplace, in our programmes and services delivered in the community and online or across the organisation as a whole, to cause harm to participants, staff, visitors or anyone else who could be affected by Suffolk Artlink's activities. In addition, risk assessment will identify risks to the organisation in being able to meet its operational and financial objectives whilst maintaining a quality service. From this information Suffolk Artlink can then weigh up whether or not there are sufficient precautions in place, or more needs to be done to prevent that harm/threat materialising. The primary aims are to make sure that Suffolk Artlink remains a viable organisation fit for its purpose, that no person suffers harm due to conditions either in the workplace, or as part of their participation in the charity's activities and events due to poor working practices. Suffolk Artlink will take decisions, provide guidance and apply protective and preventive measures to assure itself that systems are in place to create a safe environment and meet its financial and operational obligations.

Identification of Risks

Risks are primarily identified through the risk assessment process, however they can be identified through a number of other avenues including the risk assessments and reports of Suffolk Artlink's partner organisations.

Organisational risks are identified through threats to the financial and operational performance and operating environmental of Suffolk Artlink. Suffolk Artlink will follow the

Charity Commission's guidance CC26 for organisational risk assessment. The General Manager is responsible for maintaining the organisational risk register.

Activity and venue risk management is a process where risks associated with participants are identified and analysed. Steps are then taken to reduce, control, or eliminate the risk.

The aims of Risk Assessments are to identify what potential or actual risks participants face when participating in Suffolk Artlink's programmes.

Project Development Officer programme leads are primary responsibility for these risk assessments. Local ownership of the assessment is essential in identifying potential or actual risks for which measures can be put in place to remove or reduce the likelihood of occurrence.

Aims and Objectives

To ensure compliance with relevant legislation, in particular with the requirements of the Management of Health and Safety at Work Regulations (1999).

To undertake a suitable and sufficient assessment of all workplace risks, identifying hazards and judging the level of risk.

To eliminate or reduce, as far as reasonably practicable, all unacceptable risks by the implementation of appropriate alternatives or control measures.

To record and review assessments at an appropriate frequency.

To provide suitable information, supervision and training to enable effective risk assessments to be carried out.

Responsibilities.

Board of Trustees

The Board of Trustees of Suffolk Artlink has the overall statutory responsibility for health and safety. The Board of Trustees delegate day-to-day responsibility for the risk assessment process and risk management to the Co-Directors and General Manager.

The General Manager

- Will ensure that an assessment of risks for the areas under their control are performed.
- Actions are identified and implemented.
- The results of the risk assessment are documented and kept.

All staff, including contractors

Will ensure that they participate as requested in the risk assessment process and use/maintain any control measures identified as being necessary to minimise risks.

Arrangements.

Assessments will be recorded on a Risk Assessment Form in accordance with the Risk Assessment Procedure

Copies of completed risk assessments will be reviewed and monitored on a regular basis.

Records will be held by the General Manager and Project Development Officers, and will be available for information and also for audit purposes.

Training

Staff/volunteers undertake risk assessment training as required by their role.

Slips, Trips and Falls

All slips, trips and falls hazards are risk assessed in accordance with this policy.

All slips, trips and falls are reported.

Health and Safety training will raise awareness to all staff relating to all slips, trips and falls.

Organisational Risk Register

The General Manager is responsible for ensuring that organisational risks are reviewed and the register is updated.

The Organisational Risk Register is available to trustees at all times via the online Board Pack.

Acceptable Levels of Risk

It is accepted that it is neither realistic nor possible to totally eliminate all areas of risk. It is however feasible to develop a systematic approach to the management of risk so that adverse consequences are minimised or, in some cases, eliminated.

Monitoring

The quality and content of risk assessments will be monitored on receipt by The General Manager.

All incidents related to slips trips and falls will be monitored.

Incidents will be reported to the board of trustees on an exception basis.

Five Key Steps in the Risk Assessment Process.

Step 1 Observe the workplace overall and then systematically address individual areas including processes and equipment.

Step 2 Decide who is likely to be harmed and how.

Step 3 Evaluate the risks arising from the hazards and decide whether existing precautions are adequate or not.

When you have assessed the need for action, it is then necessary to address the question of controlling the hazard.

E: *Eliminate*

Can the hazard, product, or process be eliminated completely?

R: *Reduce*

Can the level of exposure to the hazard be lessened, or can a less hazardous substitute be used?

I: *Isolate*

Can clients/staff be isolated from the hazard or can the hazard be isolated from the participants/staff/volunteers/contractors

C: *Control*

Can the hazard be controlled by:

- Methods of work/Procedures
- Training
- Information
- Instruction
- Supervision
- Or provision of protective equipment?

Step 4 Report your findings

Record your findings on the risk assessment form and categorise the risk factor to provide an indication of significant risks that need urgent attention.

Record control measures to be taken to eliminate/reduce the risk.

Step 5 Review the assessment regularly, especially when new staff, new equipment or new methods of work are introduced. Review regularly and whenever there is change.

All risk assessments must be reviewed annually

Revision History

Date Adopted	Revised
08/02/2020	

Appendix 1: Risk Assessment Process

Risk Assessment Process

