



Policy Title:	Risk Assessment Policy	
Policy Code:	SHEP04	
Applies to:	Group Wide	
Date Reviewed:	SEPT 2023	
Next Update Due:	SEPT 2024	
Policy Lead:	Head of Group Health and Safety	
Policy Sponsor:	CEO – Tracy Fletcher-Ray	
Cross Reference:	SHEP06	SAFETY, HEALTH, AND ENVIRONMENT POLICY
	SHEP02	ALLERGEN POLICY
Outcome:	<p>This policy: Aims to ensure that staff understands the process of risk assessment and how it can be integrated into effective management practices.</p>	
EQUALITY AND DIVERSITY STATEMENT		
<p>Witherslack Group is committed to the fair treatment of all in line with the Equality Act 2010. An equality impact assessment has been completed on this policy to ensure that it can be implemented consistently regardless of any protected characteristics and all will be treated with dignity and respect.</p>		
ENVIRONMENT, SOCIAL, GOVERNANCE (ESG) STATEMENT		
<p>Witherslack Group is committed to responsible business practices in the areas of: Environmental Stewardship, Social Responsibility, Governance, Ethics & Compliance. An ESG impact assessment has been completed on this policy to ensure it can be implemented successfully without adverse implications on our Group goals.</p>		
<p>To ensure that this policy is relevant and up to date, comments and suggestions for additions or amendments are sought from users of this document. To contribute towards the process of review, please email the named policy lead.</p>		

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1.	INTRODUCTION
1.1	A risk assessment is an important tool in protecting employees, service users and all other interested parties by analysing hazards and identifying risk reduction measures. The law states that everything ‘reasonably practicable’ must be done to protect people from harm. It helps to focus on the risks that really matter in the workplace – the ones with the potential to cause significant harm. In many instances, straightforward measures can be effective in controlling risks.
2.	GLOSSARY
2.1	Risk Assessment A careful examination of what, in the workplace, could potentially cause harm to people so that a decision can be made as to whether there are enough precautions (control measures) in place or if more should be done to prevent harm.
2.2	Hazard Anything that has the potential to cause harm, Categories include; Physical, Chemical, Ergonomical, Psychological, Biological, Environmental.
2.3	Risk Is the chance, high, medium or low that somebody could be harmed by the hazard, together with an indication of the severity of harm both short and long term.
2.4	Harm Is the actual injury or ill-health suffered by those exposed to the hazard?
2.5	Dynamic Risk Assessments A risk assessment which takes place during work in progress as a need arises (“on the spot”). In these circumstances a previously prepared risk assessment may not be in place as the situation may have not been previously foreseeable. Once the dynamic risk assessment has taken place, a formal written risk assessment must be made of this as soon as is reasonably practicable after the event.
3.	THE ARRANGEMENTS FOR APPLYING THE POLICY
3.1	Staff will ensure that suitable and sufficient risk assessments are carried out for all tasks, activities, locations and work activities that present a significant hazard in their area(s) of responsibility. Staff must plan, co-ordinate and monitor how risk assessments will be managed locally.
3.2	Actions must include the following:- <ul style="list-style-type: none"> a) Establishing the activities/tasks/locations/work equipment to be assessed. b) Identifying competent people to carry out the assessments. c) Defining the system to manage completed assessments, any associated actions, communication and review. d) Establish communication and information sharing for the outcomes of the risk assessment with all staff and others who may be affected by the risk. e) To involve staff and their representatives in assessing the risks; and f) Refer risks to the appropriate senior manager where they cannot be managed locally.

3.3	<p>Employees are required to:-</p> <ul style="list-style-type: none"> a) Be aware of risk assessment and control measures for their area of work. b) Co-operate with and engage in the risk assessment process. c) Use and comply with control measures implemented to ensure the health and safety of themselves or others; and d) Report any workplace hazards or concerns regarding the health and safety of themselves or others. e) Carry out “on the spot” (dynamic) risk assessments within the context of their own competencies and in consultation with others, as situations arise.
4.	PROCEDURE
4.1	Stages of Risk Assessment
4.2	<p>Identify the hazards Managers and staff will identify all potential hazards associated with their area of responsibility that could reasonably be expected to cause harm. Hazards can be identified by:</p> <ul style="list-style-type: none"> a) Observing the task or area. b) Referring to available guidance and information about best practice. c) Looking at accident and ill-health records. d) Checking manufacturers’ instructions or data sheets. e) Asking staff for their views.
4.3	<p>Decide who might be harmed and how For each hazard the groups of people who might be harmed and how must be identified. The groups of people to be considered include:</p> <ul style="list-style-type: none"> a) Staff with particular requirements e.g. new and young workers, people with disabilities, new or expectant mothers. b) Cleaners, visitors, contractors, maintenance workers who may not be in the workplace all the time. c) Members of the public, service users, pupils and young people. d) Shared workplaces – how the work affects others and the risks to staff from those who share the workplace.
4.4	<p>Evaluate/assess the risks and decide on the precautions to control the risks For each hazard identified the level of risk must be evaluated (High/Medium/Low). This evaluation may include the level of harm presented by the hazard, the number of people involved, and the likelihood of the harm occurring. Once the level of risk is established managers must consider what control measures are already in place and what actions are already being taken to reduce the risk, consider whether these are suitable and sufficient and whether further control measures are required.</p>
4.5	<p>Controlling the Risk When controlling risks the following principles should be applied, where possible in the following order:</p> <ul style="list-style-type: none"> a) Eliminate the hazard altogether. b) Substitution by something less hazardous. c) Prevent access to the hazard e.g. by guarding. d) Organise work to reduce exposure to the hazard e.g. putting barriers between pedestrians and traffic. e) Create safe methods of work and safe systems of work designed to reduce the risk. f) Issue personal protective equipment e.g. clothing, footwear, goggles etc. g) Provide welfare facilities e.g. first aid and washing facilities for removal of contamination. h) Provide suitable information, instruction and training.

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	i) Ensure appropriate supervision.
4.6	Dynamic Risk Assessment On rare occasions there may be a need for staff to undertake a Dynamic Risk Assessment. In these circumstances staff must work within the context of their own competencies and in consultation with others where possible. The need for a dynamic risk assessment may arise when an unforeseen event occurs and a previously unidentified risk becomes apparent. Once the dynamic risk assessment has taken place, a formal written risk assessment record must be made of this as soon as is reasonably practicable after the event.
4.7	Individual risk assessments All children and young people have their own individual risk assessments which can be found on the database or hard copies in their individual file. These are purely an indication of the risk that pupil poses on an average day. Every risk assessment must also consider the additional risk arising from pupils' emotional state and risk taking behaviours.
4.8	Off-site activities In educational settings all offsite activities must be logged on Evolve. In children's homes risk assessments must be completed on Witherslack Group templates before the activity takes place.
4.9	General and other risk assessments These are assessments of processes or areas, rather than an individual person and they should be recorded on the General Risk Assessment Form. This General Risk Assessment Form may not be suitable for use for recording risks to individuals, complex risk assessments or where there is an agreed standard documentation for inter-agency working. Where this is the case, specific forms have been created, and are referenced in the Standard Documents section below. The most appropriate form should be used to record the risk assessment. Risk Management can advise on a suitable format.
4.10	Review Managers should review assessments; a) At regular intervals not exceeding one year. b) Following a significant change and/or; c) If there is reason to suspect it is no longer valid e.g. after an accident, ill-health incident, violent incidence or malfunction has occurred. d) The risk assessment must remain up to date, valid and available at 'point of use'. e) Once a risk assessment is obsolete it must be archived for a minimum of 3 years.
4.11	Further information a)Communication Managers shall ensure that the person/s at risk are provided with comprehensive and relevant information on the identified risk/s and the preventive and protective control measures. Everybody should understand what they must do and why. Where necessary, job safety instructions should be issued to individual employees and appropriate training provided. b)Training Managers responsible for the planning, co-ordination and monitoring of risk assessments must receive appropriate risk assessment training. Staff involved in the creation of risk assessments (e.g. as part of a risk assessment team) must receive training in the risk assessment process. c) Monitoring Managers shall monitor the effectiveness of control measures and ensure that physical control measures are used, installed correctly and suitably maintained. Employees shall report any defects in control measures, personal protective equipment (PPE), etc. immediately to their manager. d) Specialist Advice It is important when completing risk assessments to be aware of individual limitations in terms of knowledge and competence. If further support is required managers should contact Group Risk Management team for advice.
5.	REFERENCES
	<ul style="list-style-type: none"> • The Health and Safety at Work Etc. Act 1974 • Management of Health and Safety at Work Regulations 1992 • Health and Safety Executive (HSE)

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6.	ASSOCIATED FORMS
	Blank risk assessment template Educational visits and risk assessments
7.	APPENDICES
	None

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