

# RISK MANAGEMENT POLICY

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## General Statement

Risk assessments form the central strand of a self-regulated safety management system. Successful completion of them provides sound economic benefits to the organisation as well as satisfying legal requirements and ensuring the health and safety of workers and others.

This policy is intended to reduce risks to the health and safety of employees and others who may be affected by the way in which we conduct our business.

Those involved in the risk assessment process will receive appropriate training.

The person responsible for conducting risk assessments and for reviewing existing risk assessments is Simon Jones, Projects Director

## Arrangements for Securing the Health and Safety of Workers

### ❖ Elimination of Hazards

The organisation will ensure all hazards will be eliminated, so far as is reasonably practicable. If this is not possible, the remaining risks will be reduced to an acceptable level. The measures introduced to achieve this will follow the principles of prevention and aim to combat risks at source.

### ❖ Assessment of Risk

If hazards cannot be eliminated, an assessment of risks will be carried out by competent persons. The following factors will be considered during the assessment.

#### ○ Likelihood

An assessment of the likelihood of the harm arising from the hazard, eg remote, possible, an even chance, probable or almost certain.

#### ○ Severity

Consideration will be made of whether the severity of harm from the hazard is likely to result in, for example:

- insignificant injury
- first-aid treatment only
- absence from work for more than seven days
- a RIDDOR specified injury
- permanent disability
- death.

Reference will be made to accident book records, Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 forms, sickness and ill-health records, first-aid records and incident (near miss) records when reaching this decision.

- Those at Risk

Individuals or groups at risk due to the hazard will be considered. This will include employees, the self-employed and any other persons. If vulnerable persons, such as young people, pregnant women, nursing mothers, those with disabilities, lone workers, those working out-of-hours or at remote locations, and migrant workers are likely to be exposed, additional consideration will be given.

### **Managers' and Supervisors' Duties**

Managers or supervisors must ensure:

- ❖ assessments are carried out where relevant and records are kept
- ❖ control measures introduced as a result of assessments are implemented and followed
- ❖ employees are informed of the relevant results and provided with necessary training
- ❖ any injuries or incidents lead to a review of relevant assessments
- ❖ employees adhere to safe systems of work
- ❖ safety arrangements are regularly monitored and reviewed
- ❖ employees identified by the assessment as being at risk are subjected to appropriate health surveillance
- ❖ special arrangements are made, where necessary, for vulnerable persons
- ❖ the effectiveness of control measures is regularly monitored, and any shortfalls resolved.

### **Employees' Duties**

Employees must ensure:

- ❖ they report to management (in confidence) any personal medical conditions which may put them at greater risk when carrying out work activities
- ❖ they comply with all instruction and training
- ❖ their own health and safety is not put at risk when carrying out work activities
- ❖ they use equipment and machinery in accordance with instruction and training
- ❖ any problems relating to their work activities are reported to a responsible person, along with any shortcomings they believe exist in the arrangements made to protect them.

### **Recording**

The significant findings of a risk assessment should be recorded. This includes the recording of who is at risk and what precautions must be followed.

### **Monitoring and Review**

- ❖ Every risk assessment should have a date for review, which should be based on the level of risk.
- ❖ The review should look at the whole of the risk management process to re-evaluate each stage of the process.

### **Information and Training**

Suitable information, instruction and training will be provided to all persons involved in the risk assessment process.

Any specific information, instruction and training needs identified will be provided. A responsible person will also regularly monitor the Training Matrix, review training needs and refresher training will be provided at reasonable intervals.

A handwritten signature in black ink, appearing to read 'S. Jones', with a large, sweeping flourish at the end.

Simon Jones

Projects Director

July 2020