



Risk assessment Policy

21 August 2019

Responsible Person: Overseer of Assets, Wayne Skinner

Lead Person: Health and Safety Coordinator: Mona van Wyk

Health and safety Officer: Andy Elmer

Policy Review

This policy will be reviewed in full by the Board of Overseers on an annual basis.

Signature Date

Trustee and Overseer of Assets: Wayne Skinner

Signature Date

Overseer of People: Michael Fletcher

Revision table	Date	Details
Review	8 September 2017	Major review and rebuild of the policy
Review	8 September 2018	Review
Review	21 August 2019	Review
Next Review due	21 August 2020	



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Applies to: All staff and Volunteers at Carmel Ministries International(CMI), Including Carmel Christian School(CCS)	Exclusions: None
Purpose: This procedure outlines the methods to enable managers and risk assessors to conduct and record risk assessments	

Scope

Heads of Departments must ensure that general risk assessments are undertaken and documented to cover the significant risks arising within their departments.

Specific risk assessments must be undertaken by trained staff and documented to cover the significant risks arising at each location or activity.

All persons undertaking risk assessments must have completed risk assessment training and annual update training.

Risk assessments should normally be conducted for each department unless there is a high degree of similarity of premises and activities across the whole organisation.

This policy applies equally to all employees within Carmel Ministries International(CMI), including Carmel Christian School whether directly or indirectly employed by the organisation.

Responsibilities

CEO

The CEO is required to ensure that the following arrangements with regard to risk assessment are put in place:

- risk assessments are carried out in all areas;

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- risk action plans are drawn up, prioritised and resourced and these plans are acted upon within specified timescales;
- the status of control measures is determined, recorded and periodically reviewed; high ('Red') risks are immediately forwarded to the Manager for action and inclusion on the CMI Risk Register;
- staff have annual training on the principles and techniques of risk assessments and directing them to sources of specialist help and advice where necessary;

Deputy Overseer of Assets (Health and Safety Advisor)

The Health and Safety Advisor is responsible for:

- advising the organisation on risk management and making recommendations to further review or take action where necessary to ensure it meets all relevant legal and statutory obligations;
- reviewing the suitability of risk assessments and control measures within CMI;
- advising and supporting the Health and Safety Coordinator and supervisors in undertaking risk assessments;
- where necessary, undertaking specific risk assessments and identifying appropriate control measures to eliminate or reduce risks; and



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- providing advice on and, where necessary, undertaking risk awareness and risk assessment training.

Health and Safety Coordinator

The Health and Safety Coordinator is responsible for:

- assisting all staff in carrying out risk assessments and to assess their suitability;
- advising staff on control measures required to eliminate or reduce risks within their departments;
- undertaking risk assessments and identifying appropriate control measures to eliminate or reduce risks;
- coordinating a rolling programme of risk assessments;
- ensuring that copies of all risk assessments are available electronically and in hard copy format; and
- assisting in ensuring that outstanding control measures and actions for risk control are implemented and recorded.

Managers including Supervisors

Managers are responsible for:

- ensuring that a general risk assessment is in place to cover the activities of their department.
- ensuring that specific risk assessments are carried out for areas, activities or personnel which require a more detailed risk assessment. For example, transport children on school trips, youth camp, etc. Compliance with control measures should be monitored by managers to ensure their effectiveness.

All Staff (including voluntary workers)

All members of staff have a statutory duty to take reasonable care of their safety and that of others affected by their work. They are accountable through their terms of employment to manage the risks in their sphere of work. In addition to this they are responsible for:

- maintaining an awareness of the risks to them in discharging their duties and achieving their objectives. They should also contribute to the management of those risks by offering any advice they can on controlling the risks.
- being aware of all policies and procedures relating to all relevant aspects of emergency procedures.
- reporting incidence to the Health and Safety Coordinator and Head of Department.
- being familiar with and complying with all appropriate policies and procedures, including safeguarding and safety procedures
- attending induction and mandatory training including risk awareness and assessment as required by CMI.
- being aware of the results of risk assessments in their area and what they need to do personally to ensure compliance with control measures identified as being necessary.

Procedure

Introduction

The law does not expect to see all risks eliminated but there is a requirement to reduce them as far as is 'reasonably practicable'.



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A general risk assessment is a careful examination of what, in the work, could cause harm to people so that an assessment of whether existing control measures are sufficient or whether additional controls are required can be made.

A general risk assessment should help identify where a more detailed 'specific activity' risk assessment is required or where specific risk assessments are required to meet the requirements in the areas of noise, working at heights, tress, fire risk, hazards.

All risk assessments must be kept readily available and relevant employees must be informed of the outcomes of risk assessments.

Systems must be put in place locally to ensure that risk assessments are reviewed annually.

Previous risk assessment records should be retained, as they may be required for future reference.

General guidance on implementation of the risk assessment policy is shown at Appendix 1.

General Risk Assessment Procedure

A general risk assessment must be completed for each activity within each department.

The General Risk Assessment Form (Appendix 2) provides a means of identifying hazards, determining who may be harmed, evaluating the risks and identifying appropriate action to be taken. It is not to be completed as a paper exercise but its aim is to stimulate action.

Completion of General Risk Assessment Form

Name of Centre and Function Assessed

- Specify exact location if the risk assessment does not relate to the whole Centre.
- Specify the function or process being assessed

Hazard/Issue

- A hazard is defined as 'something with the potential to cause harm'.
- If different hazards can exhibit different levels of risk, a separate risk assessment should be undertaken for each hazard.

Persons who may be harmed

- Detail anyone affected by the hazard, whoever they may be and how they may be harmed.

Required Actions

- If the control measures are robust, then it can be assumed that they will always work and help to reduce the risk. No further action is required until the assessment review.
- If the existing controls are not sufficient, document additional controls required to reduce the risk to as low as reasonably practicable. This will require a specific risk assessment to be undertaken.



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Action Implementation

- Identify who is responsible for carrying out the required actions
- Specify a date by which the action is to be completed
- When completed, enter the date.

Copy and forward the completed original form to the Health and Safety Coordinator and where appropriate, the School Principal.

Specific Risk Assessment

A specific risk assessment (Appendix 3) must be completed for each activity where existing controls are not sufficient to reduce the risk to a reasonably practicable level as identified by the general risk assessment process.

Some specific activities will be identified from the general risk assessment which require a more detailed risk assessment to determine specific precautions required during the activity. For example, work entailing work at height or the use of potentially hazardous items, would require a specific activity risk assessment to be carried out by a member of staff who has received training in conducting general risk assessments. A form for completing general risk assessments is shown at Appendix 2.

Completion of Specific Risk Assessment Form

Work Activity or Task

- Specify exact location if the risk assessment does not relate to the whole department.
- Specify the function or process being assessed

Hazards associated with the Activity or Task

Specify the hazards associated with the activity or identified by the general risk assessment

Persons Affected

- Tick the boxes to identify the persons who may be affected by the hazards
- State any persons who may be especially at risk- this applies also to pupils with specific allergies, needs etc.

Existing Control Measures

- List the physical controls, and procedural controls in place.

Additional Control Measures

- List the controls required to reduce the risk so far as is reasonably practicable
- State the person responsible for initiating the additional controls and allocate a date for completion

Risk Rating



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- Calculate the risk rating prior to additional controls and following implementation of additional controls and circle the boxes as appropriate. A guide to risk rating is shown at Appendix 4.

Name of Person carrying out Risk Assessment

- Sign and date the form and write in the date for assessment review

Copy and forward the completed original form to the Health and safety Coordinator and, where appropriate the School Principal where it will be entered onto the Action Log.

When additional controls have been implemented, sign and date the form in the appropriate section.

Evaluation and Review

All risk assessments and implementation of corrective measures will be reviewed through the annual H&S audit undertaken by the Health and Safety Coordinator, Principal and Supervisors.

References

Management of Health and Safety at Work Regulations (1992)
http://www.opsi.gov.uk/si/si1992/Uksi_19922051_en_1.htm (Last accessed 25.08.2009)

Health and Safety Executive Risk assessments
<http://www.hse.gov.uk/risk/index.htm>

Manual Handling at Work Regulations 1992
http://www.opsi.gov.uk/si/si1992/Uksi_19922793_en_1.htm (Last accessed 25.08.09)

Provision and Use of Work Equipment Regulations 1992
<http://www.opsi.gov.uk/si/si1998/19982306.htm> (Last accessed 25.08.2009)

Appendices

- Appendix 1 General Risk Assessment Guidance
- Appendix 2 General Risk Assessment Form
- Appendix 3 Specific Risk Assessment Form
- Appendix 4 Risk Rating Guidance



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Appendix 1

GENERAL RISK ASSESSMENT GUIDANCE

This leaflet aims to help you assess health and safety risks in the workplace

A risk assessment is an important step in protecting workers and business, as well as complying with the law. It helps you focus on the risks that really matter in your workplace – the ones with the potential to cause real harm. In many instances, straightforward measures can readily control risks, for example ensuring spillages are cleaned up promptly so people do not slip, or cupboard drawers are kept closed to ensure people do not trip. For most, that means simple, cheap and effective measures to ensure your most valuable asset – the workforce – is protected.

The law does not expect you to eliminate all risk, but you are required to protect people as far as 'reasonably practicable'. This guide tells you how to achieve that with a minimum of fuss.

This is not the only way to do a risk assessment, there are other methods that work well, particularly for more complex risks and circumstances. However, we believe this method is the most straightforward for most organisations.

What is risk assessment?

A risk assessment is simply a careful examination of what, in your work, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm. Workers and others have a right to be protected from harm caused by a failure to take reasonable control measures.

The employer is legally required to assess the risks in your workplace so that you put in place a plan to control the risks.

How to assess the risks in your workplace?

Follow the five steps in this guidance:

Step 1 Identify the hazards

Step 2 Decide who might be harmed and how

Step 3 Evaluate the risks and decide on precautions

Step 4 Record your findings and implement them

Step 5 Review your assessment and update if necessary

Don't overcomplicate the process. In many organisations, the risks are well known and the necessary control measures are easy to apply.

If you are not confident, get help from someone who is competent. In all cases, you should make sure that you involve the staff or their representatives in the process. They will have useful information about how the work is done that will make your assessment of the risk more thorough and effective.

When thinking about your risk assessment, remember:

- a **hazard** is anything that may cause harm, such as chemicals, electricity, sharp objects, recourses, an open drawer etc;
- the **risk** is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.



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Step 1 Identify the hazards

First you need to work out how people could be harmed. When you work in a place every day it is easy to overlook some hazards, so here are some tips to help you identify the ones that matter:

- Walk around your workplace and look at what could reasonably be expected to cause harm.
- Ask your fellow employees or their representatives what they think. They may have noticed things that are not immediately obvious to you.
- Have a look back at your adverse event and ill-health records – these often help to identify the less obvious hazards.
- Remember to think about long-term hazards to health (eg high levels of noise or exposure to harmful substances) as well as safety hazards.

Step 2 Decide who might be harmed and how

For each hazard you need to be clear about who might be harmed; it will help you identify the best way of managing the risk. That doesn't mean listing everyone by name, but rather identifying groups of people.

Extra thought will be needed for some hazards;

- Pupils during field trips off site, during bus transport to PE etc.
- cleaners, visitors, contractors, maintenance workers etc., who may not be in the workplace all the time;
- members of the public, if they could be hurt by your activities;
- if you share your workplace, you will need to think about how your work affects others present, as well as how their work affects your staff – talk to them; and
- ask your staff if they can think of anyone you may have missed.

Step 3 Evaluate the risks and decide on precautions

Having spotted the hazards, you then have to decide what to do about them. The law requires you to do everything 'reasonably practicable' to protect people from harm. You can work this out for yourself, but the easiest way is to compare what you are doing with good practice.

So first, look at what you're already doing, think about what controls you have in place and how the work is organised. Then compare this with the good practice and see if there's more you should be doing to bring yourself up to standard. In asking yourself this, consider:

- Can I get rid of the hazard altogether?
- If not, how can I control the risks so that harm is unlikely?
- When controlling risks, apply the principles below, if possible in the following order:
 - _ try a less risky option
 - _ prevent access to the hazard (e.g. by guarding);
 - _ organise work to reduce exposure to the hazard (e.g. put barriers between pedestrians and traffic);
 - _ issue personal protective equipment (e.g. clothing, footwear, goggles etc.);
 - _ provide welfare facilities (e.g. first aid and washing facilities for removal of contamination).



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Involve all staff, so that you can be sure that what you propose to do will work in practice and won't introduce any new hazards.

Step 4 Record your findings and implement them

When writing down your results, keep it simple, for example 'Tripping over rubbish: bins provided, staff instructed, weekly housekeeping checks' ventilation used and regularly checked'.

- We do not expect a risk assessment to be perfect, but it must be suitable and sufficient. You need to be able to show that:
- a proper check was made;
- you asked who might be affected;
- you dealt with all the significant hazards, taking into account the number of people who could be involved;
- the precautions are reasonable, and the remaining risk is low; and
- you involved your staff or their representatives in the process.

If you find that there are quite a lot of improvements that you could make, big and small, don't try to do everything at once. Make a plan of action to deal with the most important things first. Health and safety inspectors acknowledge the efforts of businesses that are clearly trying to make improvements.

A good plan of action often includes a mixture of different things such as:
a few cheap or easy improvements that can be done quickly, perhaps as a

- temporary solution until more reliable controls are in place;
- long-term solutions to those risks most likely to cause accidents or ill health;
- long-term solutions to those risks with the worst potential consequences;
- arrangements for training employees on the main risks that remain and how they are to be controlled;
- regular checks to make sure that the control measures stay in place; and
- clear responsibilities – who will lead on what action, and by when.

Remember, prioritise and tackle the most important things first. As you complete each action, tick it off your plan.

Step 5 Review your risk assessment and update if necessary

Few workplaces stay the same. Sooner or later, you will bring in new equipment, substances and procedures that could lead to new hazards. It makes sense, therefore, to review what you are doing on an ongoing basis. Every year or so formally review where you are, to make sure you are still improving, or at least not sliding back.

Look at your risk assessment again. Have there been any changes? Are there improvements you still need to make? Have your workers spotted a problem? Have you learnt anything from accidents or near misses? Make sure your risk assessment stays up to date.

Some frequently asked questions

What if the work I do tends to vary a lot, or I (or my employees) move from one site to another?

Identify the hazards you can reasonably expect and assess the risks from them.



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This general assessment should stand you in good stead for the majority of your work. Where you do take on work or a new site that is different, cover any new or different hazards with a specific assessment. You do not have to start from scratch each time.

What if I share a workplace?

Tell the other employers and self-employed people there about any risks your work could cause them, and what precautions you are taking. Also, think about the risks to your own workforce from those who share your workplace.

Do my employees have responsibilities?

Yes. Employees have legal responsibilities to co-operate with their employer's efforts to improve health and safety (eg they must wear protective equipment when it is provided), and to look out for each other.

What if one of my employee's circumstances change?

You'll need to look again at the risk assessment. You are required to carry out a specific risk assessment for new or expectant mothers, as some tasks (heavy lifting or work with chemicals for example) may not be appropriate. If an employee develops a disability then you are required to make reasonable adjustments.

People returning to work following major surgery may also have particular requirements. If you put your mind to it, you can almost always find a way forward that works for you and your employees.

What if I have already assessed some of the risks?

If, for example, you use hazardous chemicals and you have already assessed the risks to health and the precautions you need to take under the Control of Substances Hazardous to Health Regulations (COSHH), you can consider them 'checked' and move on.



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Appendix 2

Department General Risk Assessment Form

Name of Department:

Function Assessed:

Date of review:

What are the hazards/issues?	Persons who may be harmed and how	Existing Controls(What are you already doing?)	What further action is necessary?	Action implementation		
				Action by whom?	Action by when?	Date done

Person carrying out risk assessment:

Name:

Signature:

Date:

Person responsible for ensuring that existing and new risk control measures are implemented and maintained:

Name:

Signature:

Date:

Next Review Date:



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Appendix 3

Specific Work Activity Risk Assessment Form

Work Area		Work Activity or Task
Premises Name		
Work Area or Department		
Hazards Associated With The Activity Or Task		
Persons Affected		Applicable Standards
Employees		
Patients		
Visitors and visiting workers		
Persons especially at risk (<i>describe</i>)		
Existing Control Measures To Eliminate Or Reduce Risk		
Physical controls and protective equipment		Procedural controls including monitoring



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Additional Control Measures Necessary To Comply With Standards And To Reduce Risk So Far As Is Reasonably Practicable	By Whom & By When	Sign & Date when complete

Risk Rating (highlight as appropriate)

Prior to control	High	Medium	Low	Following control	High	Medium	Low
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Person Responsible For Ensuring that Existing and New Risk Control Measures are Implemented and Maintained

Name		Position	
Signature		Date	

Name Of Person Carrying Out Risk Assessment			
Signature		Position	
Date of Assessment		Review Date	

Date of Assessment:

Review History:

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Appendix 4

RISK RATING GUIDANCE

This guidance explains the process of risk rating used in specific risk assessments

1. Risk Rating

The size or category of a 'risk' is determined by considering and aggregating three features:

- Probability** - the likelihood of something going wrong.
- Severity** - of the outcome or consequences.
- Exposure** - this considers how frequently the risk occurs and how many people are exposed to it.

An example rating matrix is provided below.

Whilst a baseline can be established for each risk activity carried out at SMTC premises it must be remembered that special circumstances might temporarily increase risk. Thus, 'probability' may well increase when contractors are on site. Exposure will increase if large numbers attend the site for a particular event.

Such situations require review of the baseline controls and may warrant additional precautions.

2. Calculation of risk rating

Consequence scores

Choose the most appropriate domain for the identified risk from the left hand side of the table Then work along the columns in same row to assess the severity of the risk on the scale of 1 to 5 to determine the consequence score, which is the number given at the top of the column.

	Consequence score (severity levels) and examples of descriptors				
	1	2	3	4	5
Domains	Negligible	Minor	Moderate	Major	Catastrophic
Impact on the safety of pupils, staff or public (physical/psychological harm)	Minimal injury requiring no/minimal intervention or treatment. No time off school/work	Minor injury or illness, requiring minor intervention Requiring time off school/ work for >3 days	Moderate injury or illness requiring professional intervention Requiring time off school/ work for 4-14 days	Major injury or illness leading to long-term incapacity/disability Requiring time off school/ work for >14 days Mismanagem	Incident leading to death Multiple permanent injuries or irreversible health effects

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			RIDDOR/age ncy reportable incident	ent of patient care with long-term effects	
Quality/complaints/audit	Peripheral element of treatment or service suboptimal Informal complaint/inquiry	Overall treatment or service suboptimal Formal complaint (stage 1) Local resolution Single failure to meet internal standards Reduced performance rating if unresolved	Treatment or service has significantly reduced effectiveness Formal complaint (stage 2) complaint Local resolution (with potential to go to independent review) Repeated failure to meet internal standards Major safety implications if findings are not acted on	Non-compliance with national standards with significant risk to patients if unresolved Multiple complaints/independent review Low performance rating Critical report	Totally unacceptable level or quality of treatment/service Gross failure of patient safety if findings not acted on Inquest/ombudsman inquiry Gross failure to meet national standards
Human resources/organisational development/staffing/ competence	Short-term low staffing level that temporarily reduces service quality (< 1 day)	Low staffing level that reduces the service quality	Late delivery of key objective/service due to lack of staff Low staff morale Poor staff attendance for mandatory/key training	Uncertain delivery of key objective/service due to lack of staff Loss of key staff Very low staff morale No staff attending mandatory/key training	Non-delivery of key objective/service due to lack of staff Loss of several key staff No staff attending mandatory training /key training on an ongoing basis
Statutory duty/inspections	No or minimal impact or breach of guidance/statutory duty	Breach of statutory legislation Reduced performance rating if	Single breach in statutory duty Challenging external recommenda	Enforcement action Multiple breaches in statutory duty	Multiple breaches in statutory duty Prosecution Complete

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		unresolved	tions/ improvement notice	Improvement notices Low performance rating Critical report	systems change required Zero performance rating Severely critical report
Adverse publicity/ reputation	Rumours Potential for public concern	Local media coverage – short-term reduction in public confidence Elements of public expectation not being met	Local media coverage – long-term reduction in public confidence	National media coverage with <3 days service well below reasonable public expectation	National media coverage with >3 days service well below reasonable public expectation. MP concerned (questions in the House) Total loss of public confidence
Business objectives/ projects	Insignificant cost increase/ schedule slippage	<5 per cent over project budget Schedule slippage	5–10 per cent over project budget Schedule slippage	Non- compliance with national 10–25 per cent over project budget Schedule slippage Key objectives not met	Incident leading >25 per cent over project budget Schedule slippage Key objectives not met
Finance including claims	Small loss Risk of claim remote	Loss of 0.1– 0.25 per cent of budget Claim less than £10,000	Loss of 0.25– 0.5 per cent of budget Claim(s) between £10,000 and £100,000	Uncertain delivery of key objective/Los s of 0.5–1.0 per cent of budget Claim(s) between £100,000 and £1 million Purchasers failing to pay on time	Non-delivery of key objective/ Loss of >1 per cent of budget Failure to meet specification/ slippage Loss of contract / payment by results Claim(s) >£1 million

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Service/business interruption	Loss/interruption of >1 hour	Loss/interruption of >8 hours	Loss/interruption of >1 day	Loss/interruption of >1 week	Permanent loss of service or facility
Environmental impact	Minimal or no impact on the environment	Minor impact on environment	Moderate impact on environment	Major impact on environment	Catastrophic impact on environment

Likelihood score (L)

What is the likelihood of the consequence occurring?

The frequency-based score is appropriate in most circumstances and is easier to identify. It should be used whenever it is possible to identify a frequency.

Likelihood score	1	2	3	4	5
Descriptor	Rare	Unlikely	Possible	Likely	Almost certain
Frequency How often might it/does it happen	This will probably never happen/recur	Do not expect it to happen/recur but it is possible it may do so	Might happen or recur occasionally	Will probably happen/recur but it is not a persisting issue	Will undoubtedly happen/recur, possibly frequently

Risk scoring = consequence x likelihood (C x L)

	Likelihood				
Likelihood score	1	2	3	4	5
	Rare	Unlikely	Possible	Likely	Almost certain
5 Catastrophic	5	10	15	20	25
4 Major	4	8	12	16	20
3 Moderate	3	6	9	12	15
2 Minor	2	4	6	8	10
1 Negligible	1	2	3	4	5

For grading risk, the scores obtained from the risk matrix are assigned grades as follows

- 1 - 3 Low risk
- 4 - 6 Moderate risk
- 8 - 12 High risk



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█ 15 - 25 Extreme risk -(follow Serious Untoward actions as detailed in Adverse Event Policy)