

Risk Assessment Policy

Policy Review Committee

Chairman **Mike Burrows**

Secretary **Tracey Crutchley**

Section 1 – Introduction

This policy concerns the protection from risk of employees, volunteers and students at the Windmill Hill Forum Office & Telematics Centre in the Children’s Centre, Norton Hill, Runcorn, Cheshire WA& 6QE.

Employees, volunteers and students are made aware of the existence of this policy and have open access to it:

- On paper in a folder in the Telematics Centre
- Electronically on the Forum website at www.whcf.org.uk/policies

This policy is reviewed annually and may be revised at any time in response to feedback from employees, volunteers or students and external organisations.

Section 2 – Policy Statement

Risk Assessment Policy

Windmill Hill Community Forum Ltd will carry out regular risk assessments in order to identify any potential hazards which occur in our leased premises at the Windmill Hill Children's Centre, Norton Hill, Runcorn, Cheshire WA7 6QE.

The assessments will be used to establish the degree of risk to our employees, volunteers, and students. Assessments will also be used to identify any potential risk to the fabric of the building, also the fixtures and fittings.

Appropriate measures will then be put in place in order to eliminate the risk, or reduce it to an acceptable level.

Section 3 – Procedure

Risk Assessment

The Forum will undertake two types of Risk Assessment namely:

- a. A general assessment
- b. A specific assessment

General Risk Assessments - will take place on a quarterly basis and cover the whole of our lease holding, looking at each area and procedure in depth and recording the finding on the General Risk Assessment Form. Specific hazards previously identified will be re-assessed. New hazards identified will be subjected to a Specific Risk Assessment.

Specific Risk Assessments – take place as a result of an identified hazard. The assessment will look at ways to reduce or eliminate the risk and record it on the Specific Risk Assessment Form.

All assessments are broken down into five parts:

1. **Identifying hazards** – A hazard is anything that has the potential to cause harm or damage.
2. **Decide who or what may be at risk** – A potential hazard may only affect a specific group of people or a specific piece of equipment.
3. **Evaluate the risk** – Evaluate the severity of the risk and the likelihood of it occurring or reoccurring.
4. **Record the findings** – All risk assessments must be recorded on the appropriate form.
5. **Review and revise all assessments** – To be done at regular intervals to be decided by the Trustees.

Risk Evaluation

In most cases the risk cannot be completely removed and therefore appropriate options should be considered, such as:

- Avoidance
- Find a less risky alternative
- Reduce contact with the risk
- Make people aware of the risk
- Increase supervision

When evaluating the risk both the severity and likelihood of harm should be considered. By using a 5 point scale for each, a risk factor can be identified by multiplying the two scores together.

Severity

Severity	Score
Death	5
Major Injury/Harm	4
Serious Injury/Harm	3
Minor Injury/Harm	2
None	1

Likelihood

Likelihood	Score
Very Likely	5
Likely	4
Quite Possible	3
Possible	2
Unlikely	1

Risk Scale

Score	Risk Level	Action Required
25	Very High	Stop activity immediately
16 - 24	High	Stop activity and assess risk
12 – 15	Medium	Assess ways to reduce risk
1 - 11	Low	Assess appropriate action.

The risk factor is the score achieved by multiplying **Severity** and **Likelihood** together giving a scale of 1 -25

Section 4 – Responsibilities

Responsibilities

Trustees

The Trustees are required to ensure that a safe working environment is provided for all staff, volunteers, students and visitors.

They will ensure that a General Risk Assessment is carried out quarterly on the area of the building leased from Halton Borough Council (HBC). This includes the Reception Area, Forum Office, Telematics Room, Loft Space, Corridor, Kitchen and Toilet Facilities.

When potential hazards are highlighted, they are to ensure that a Specific Risk Assessment is carried out as soon as possible.

All assessments are to be reviewed annually.

Staff and Volunteers

All staff and volunteers are responsible for their own safety and the safety of students and visitors to the Forum.

They are to familiarise themselves with the risk assessment policy and any specific risk assessments that have been carried out.

In addition they are to identify temporary risks and hazards and either remove them or refer them to the trustees who will undertake a risk assessment.

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