

Northmoor Community Association



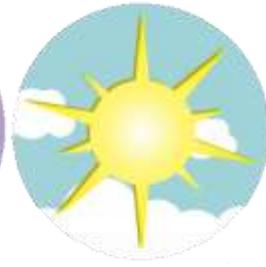
Advancing Skills
and Learning



Relieving Poverty



Promoting Health
and Wellbeing



Quality of Life

RISK ASSESSMENT POLICY

1.0 INTRODUCTION

Northmoor Community Association (NCA) believes that identifying and managing the possible and probable risks that the NCA may face over time is a key part of effective governance. By managing risk effectively, the NCA can ensure that:

- Significant risks are known and monitored, enabling the Management Committee to make informed decisions and take timely action;
- Makes the most of opportunities and develops them with the confidence that any risks will be managed;
- Forward and strategic planning are improved; and
- The value and safety of the services it provides to the community are enhanced

2.0 AIMS

NCA aims through this Policy to ensure that all risks associated with the delivery and provision of the organisation's services are formally recognised, properly assessed, planned for, and where practicable, minimised and appropriately managed. NCA aims to:

- Act to secure the Health and Safety of those who provide and those who use our services
- Promote safe working practices aimed at the reduction and elimination of risk
- Promote awareness of risk issues and their management through a programme of communication and training
- Establish a systematic and consistent approach to risk assessment
- Introduce a risk management process which determines priorities in dealing with identified risks and ensures that there is high quality information on all activities undertaken
- Wherever practicable, minimise costs associated with risk
- Satisfy all mandatory and statutory responsibilities and duties

3.0 SCOPE

This policy applies to all areas and activities of the NCA.

4.0 RESPONSIBILITIES

The Management Committee has overall responsibility for:

- providing support and leadership for the risk management process;
- reviewing the effectiveness of internal controls, including financial and organisational; and
- reviewing the NCA risk register on a regular basis, to ensure that the Committee receives adequate and appropriate information and assurances relating to risks against the NCA's objectives.

All staff and volunteers have a duty as part of their involvement with the NCA to do everything they can to ensure that the policy works in practice.

5.0 DEFINITIONS

5.1 Many of us already carry out risk assessments on a day-to-day basis during the course of our work; we note changes in working practice, we recognise hazards as they develop and we take necessary corrective action. The regulations require, however, that a systematic general examination of the work activity be undertaken and the significant findings recorded.

5.2 What is a "risk" and what is a "hazard"? In everyday speech these words are usually used interchangeably, but at work, each has a special meaning. The hazard presented by something, be it a substance, a machine, etc, is its potential to cause harm, by either injury or ill health.

The risk is the likelihood that it will cause harm in the actual circumstances of use. This will depend on

- the hazard presented by the substance, or machine, plant, etc
- how it is used
- how it is controlled
- who is exposed ... to how much ... for how long

Risk therefore reflects both the likelihood that harm will occur and its severity. Poor control can create a substantial risk even where there is a low hazard. But with proper precautions the risk of being harmed can be adequately controlled.

5.3 What is "suitable and sufficient"? The Regulations require that a suitable and sufficient risk assessment should identify the significant risks arising out of the work. This means focusing on those risks that are liable to arise because of the work activity. For relatively static operations, the risk assessment should be such that it is not necessary to repeat it every time someone is exposed to a hazard in comparable circumstances.

6.0 FIVE PRINCIPLES OF RISK ASSESSMENT

NCA's risk assessment is based on the five principles of risk assessment recommended by the HSE in the leaflet INDG163(rev3), revised 06/11 (<http://www.hse.gov.uk/pubns/indg163.pdf>). These stages are :

- Step 1 Identification of a hazard: Where is it and what is it?
- Step 2 Decide who might be at risk or harmed and how: Children, parents, volunteers, staff etc?

- Step 3 Evaluate the risks as to whether the level of a risk is high, medium, low: This takes into account both the likelihood of it happening, as well as the possible impact if it did.
- Step 4 Control measures to reduce/eliminate risk: What will you need to do, or ensure others will do, in order to reduce that risk? Record your findings and implement them
- Step 5 Monitoring and review: How do you know if what you have said is working, or is thorough enough? If it is not working, it will need to be amended, or maybe there is a better solution. Review your assessment and update if necessary

Risk assessments will be undertaken by individual Project Coordinators/staff/sessional workers and agreed by the Centre Manager at the outset and where new activities are introduced. Risk assessments will be reviewed if it is no longer valid, if there has been a significant change such as new equipment, substances and procedures or an accident or case of ill health. If none of these are applicable then the review will be on an annual basis from the date of the risk assessment.

7.0 METHODOLOGY

In order to carry out a Risk Assessment for NCA, a 'Traffic Lights' system and methodology has been adopted. The process works by first determining the category of risk, then specifying the specific risk and consequence. Next a judgement is made on the likelihood of the risk becoming a reality and the impact if that happens. At this point a calculation is made to determine the overall seriousness of the risk (i.e. likelihood x impact). The system is colour-coded for ease of use: Red, Amber and Green each carrying the generally associated Meanings of Stop, Caution, Proceed. The overall seriousness of the risk will influence the number of and severity of controls and mitigations. Controls and mitigations are ranked High, Medium or Low and are seen to have a cumulative effect which is referred to as the actual risk. Like the overall risk the actual risk is Colour coded. The objective is that all activities undertaken have sufficient controls in place to be ranked Green for Go.

LOW	PROCEED -A green L indicates that the risks identified in this area are currently considered to be covered by sufficient controls. There is no additional planned or outstanding action to deal with the risk other than ongoing management monitoring.
MEDIUM	CAUTION – An amber M flag indicates that actions to address a control weakness have been Identified and that a target date has been set for completion of the task. This date is recorded In the 'Action dates' column of the risk assessment.
HIGH	STOP – A red H flag indicates that the controls are not sufficient, or that target dates set to complete the mitigating work have been missed.

8.0 LEGAL FRAMEWORK AND FURTHER GUIDANCE

- Management of Health and Safety at Work Regulations (1999)
- Five Steps to Risk Assessment (HSE 2011)

9.0 LINKED POLICES

- Grievance Policy & Procedure
- Whistle blowing Policy & Procedure

10.0 REVIEWED AND POLICY REVISIONS

This policy will be reviewed and amended every three years or as necessary, to reflect best practice and/or changes in legislation. All staff or volunteers should pass suggestions or recommendations for the revision of any aspect of the policy through normal channels to the Centre Manager or Chairperson of the Board of Trustees.

Policy Ref: GP 27	Approved: 11/04/2017
Last Revision: 11/04/2017	Next Review: April 2020
Signature: _____ (Chairperson of NCA Board)	

Appendix 1 Risk Assessment Template

Project:		Venue & Organisation:	Northmoor Community Centre/Laundrette Northmoor Community Association		
Date:		Completed by:			
Risk Priority:	High: Accident likely with possibility of serious injury or loss. Medium: Possibility of accident occurring causing minor injury or loss Low: Accident unlikely				
Potential Hazard What could cause an accident, injury?	Who is Affected? e.g. Staff, young adults, adults, beneficiaries	Level of Risk before control measures High, medium or low?	Control Measures How can the risk be reduced? Control measures, arrangements and / or actions to be taken	Level of risk after control measures.	
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Signed: (Project/Activity Leader)				Date:	
Signed: (H&S rep)				Date:	

Risk Assessment Flowchart

