



## Risk Assessment Policy

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## 1. INTRODUCTION

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This policy is designed to ensure that the Wendover Youth Centre (WYC) undertakes appropriate assessments of risks to the health and safety of workers, members and others.

The purpose of the assessment is to identify action necessary to comply with legal requirements, making suitable and sufficient assessments of risks, arrangements for the effective planning, organisation, control, monitoring and review of the preventive and protective measures.

The primary aims are to make sure that no person suffers harm due to conditions either in the centre or as part of any WYC activities, and so that WYC can take decisions, provide guidance and apply protective and preventive measures to assure itself that systems are in place to create a safe environment for its workers, members, visitors etc.

## 2. ACCESSIBILITY

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If any aspect of this policy or procedure causes you difficulty on account of any disability that you may have, or if you need assistance because English is not your first language, you should raise this with Hannah Grinsted (Trustee - hannah@grinsted.me) who will make appropriate arrangements.

## 3. SCOPE AND ELIGIBILITY

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This policy sets out the WYC approach to Risk Assessments and applies to all employees, workers, volunteers and trainees (collectively referred to as “workers” in the remainder of this policy).

This policy is not contractual, it does not form part of employees’ terms and conditions of employment.

Wendover Youth Centre reserves the right to amend this Policy and any accompanying documentation from time to time.

## 4. DEFINITIONS

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### **Risk Assessment**

The assessment is a careful examination of what may (within the Centre or via its activities) cause harm to members, workers, visitors or anyone else who could be affected by the WYC activities.

### **Types of Risk Assessments**

There are three different types of risk assessments. These are generic, specific and dynamic.

**Generic activities** are those which although they are carried out at different times and locations, the hazards and risks are largely the same and do not change. For this type of activity generic risk assessments can be produced as a model for guidance only.

A **specific risk assessment** may be applicable where the hazards and risks are only applicable to a certain activity and also where there is a requirement in legislation to undertake a specific assessment for example for new and expectant mothers.

A **dynamic risk assessment** is a continuous process of identifying the hazards that occur in for example an emergency situation, assessing the risks and taking immediate action to eliminate or reduce these to an acceptable level

**Hazard**

Something with the potential to cause harm

**Hazardous Outcome**

A description of how someone could be hurt or damage could occur as a result of interacting with the hazard

**Risk Rating**

The overall judgement of the level of risk which may arise from the hazard, based upon the likelihood of the event occurring and the potential severity of the consequence

**Control Measures**

Method used to reduce or control risks arising from identified hazards

**Residual Risk**

The level of risk remaining once control measures have been applied to reduce risks so far as is reasonably practicable.

**5. MAIN PRINCIPLES****Identifying Risks and Hazards**

These are primarily identified through the risk assessment process, however they can be identified through a number of other avenues such as internal incident reports.

Workers are responsible for making themselves aware of all routine and non-routine work activities (including any foreseeable emergencies) undertaken in their areas of responsibility.

All hazards associated with each activity and all groups of persons which may be exposed to those hazards must be identified. Hazards can arise from the use of materials, substances, equipment and the location that the activity is carried out in.

**Hazardous Outcomes**

Once risks and have been identified, it is necessary to establish what the potential hazardous outcomes or events could be associated with the hazard. When identifying who could be harmed, identify how they could be harmed.

The next stage is to examine the likelihood of a hazardous event occurring. Infrequently occurring hazards, present less risk than frequently occurring hazards.

Once likelihood has been determined the probable consequence of the hazardous event, should be considered. Consequences can be considered in terms of severity of potential injury (is it probable that a person would die or sustain minor injuries) but consequence also can be considered in broader terms, including reputational consequences.

Likelihood			Severity		
1	Very Unlikely	Not expected and would only occur in exceptional circumstances	1	Insignificant	Small injury resulting, no or very little intervention required (small graze, small cuts or bruises)
2	Unlikely	Not expected, but conceivable, could occur sometime	2	Minor	Injury resulting with little intervention (basic first aid, minor burns, cuts etc)
3	Possible	Might occur at some time	3	Moderate	Notable injury resulting in medical intervention, a dangerous occurrence.
4	Likely	Will probably occur in most circumstances	4	Major	Major injury, may impact more than one person (broken bones, hospitalisation etc)
5	Very Likely	Expected to occur in most circumstances	5	Catastrophic	Fatality or multiple fatalities, severe illness which may prove to be fatal.

Risk Rating and Tolerance		
1 - 5	Low	Low risks are usually acceptable, unless there are low cost solutions which can remove the risk and improve the environment
6 - 10	Medium	Medium risks may be acceptable if suitable controls are in place
12 - 15	High	Often high risks can be reduced by improving controls. High risks may become acceptable if the consequences are high, but the likelihood is then reduced.
16 - 25	Prohibited	Unacceptable and risk levels must be reduced.

### Mitigating Risk and Hazards – Control Measures

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.

First it is important identify what is already being done, what controls are already in place and how is the work / activity organised. Then compare this with the good practice and see if there’s more you should be doing to bring yourself up to standard. (Good practice examples can be found online or seeking expertise from similar organisations)

When looking to reduce the residual risk further, consider ‘can I get rid of the hazard altogether?’ if not, ‘how can I control the risks?’ It may be helpful to consider the principles below:

- *try a less risky option*
- *prevent access to the hazard*
- *organise work to reduce exposure to the hazard*
- *issue personal protective equipment*
- *provide welfare facilities*

When the control measures have been identified and agreed they must be prioritised, placed into an action plan and implemented. The action plan needs to be clear precisely what needs to be done, when and by whom with SMART objectives (Specific, Measurable, Achievable, Realistic and Timed). Where full implementation of the control measures identified cannot be achieved rapidly adequate steps may need to be taken in the interim to minimise the risk.

The implementation of the action plan will be monitored and subsequently reviewed to ensure that the remedial actions identified have been, and continue to be, adequate, appropriate and implemented.

### Monitoring and Review

The risk assessment and control process is not a one-off activity but part of the process for continuous improvement and should be reviewed and revised as appropriate.

Risk assessments must be reviewed

- if there has been a significant change in the matters to which it relates
- if there is reason to suspect that it is no longer valid
- at least annually