

Risk Assessment Policy

Introduction

Showcase Training takes seriously its statutory obligations with regards to the Health, Safety and Wellbeing of staff and others in our care. Risk assessments are in place to ensure any significant risk of harm is minimised; this may take many forms such as injury, loss or damage of property, and illness. This policy outlines Showcase Training's arrangements for identifying, evaluating and reducing risk and is to be used for assessing all types of generic risk. This policy applies to all staff (employed and freelance) that may be exposed to the risk of harm, injury, loss or damage, and Showcase aims to provide a safe working environment at all times, regularly assessing and identifying measures to reduce risk by implementing procedures and guidance accordingly.

Showcase's Designated Representative for Health and Safety is Louise Bloomfield (Apprenticeships Manager). Her direct telephone number is 07597 366506 and email is louise.bloomfield@showcasetraining.co.uk.

Key Definitions

- Hazard: the danger or risk of potential harm, injury, loss or damage.
- Risk: The likelihood and severity of harm, injury, loss or damage.

Responsibilities

Although health and safety is the responsibility of all staff, certain duties are placed with members of the team to ensure appropriate responsibility is taken.

- All Directors are responsible for ensuring that:
 - They are familiar with the policies and risk assessments in place and maintain up-to-date information.
 - Employees (including managers) under their control are appropriately trained and are familiar with the risk assessment process.
 - Suitable and sufficient risk assessments are undertaken at every instance where there is a potential risk to the health, safety or wellbeing of staff.
 - Risk assessments are updated and revised in accordance with new legislation, working practices/ environments etc.
 - Additional resources or measures identified as a result of a risk assessment are implemented with immediate effect.
- All managers are responsible for ensuring that:
 - The highest standards of health and safety are maintained by staff and that regular risk assessments are taking place.
 - Risk assessments are effective in identifying, analysing and evaluating risk.
 - Remedial action is taken or requested as soon as possible.
 - Dissemination of risk assessments and this policy to staff is completed regularly.
 - Staff are trained and understand how to complete risk assessments properly and appropriately.
 - They identify members of staff who may be at risk at any given point and appropriate risk assessments are carried out when needed, e.g. pregnant workers.
- All employees are responsible for ensuring that they:
 - Take reasonable care of themselves and others whilst at work.
 - Follow all instructions and guidance provided by the Company.
 - Co-operate with managers and senior leaders to complete risk assessments.
 - Identify and report concerns immediately.

- Notify their line manager or senior manager of any changes in circumstance immediately, e.g. pregnancy.
- Co-operate with managers and senior leaders with the implementation of remedial action to reduce the risk of harm.

Risk Assessment Forms

There are a variety of forms available from Showcase that assess risk depending on the hazard presented. This is necessary in order to comply with Health and Safety legislation. Risk Assessments available include:

- The Control of Substances Hazardous to Health (COSHH)
- Display Screen Equipment (DSE)
- General Health and Safety
- Lone Working
- Manual Handling
- New or Expectant Mothers
- Prevent Duty
- Safe System of Work
- Young Persons

All forms are available via the company website and on OneFile under Resources.

Assessments should involve as many staff susceptible to the risk as possible to ensure the severity and potential of risks and hazards involved is fully understood. Outcomes should be reported as soon as possible to appropriate managers for action to be implemented and updates disseminated to affected persons.

Assessment Process

In line with Regulation 3 of the Management of Health and Safety at Work Regulations and HSE best practice, any risk assessment will follow a standard five step process. Staff involved in completing a risk assessment document will therefore be required to consider the following:

- Step 1: Identify the hazards
 - Concentrate on the most foreseeable hazards and the ones that could have the greatest impact. Hazards could be related to the workplace, the building, the environment, equipment/medical devices, substances, work methods or particular activities.
- Step 2: Identify the people at risk
 - Consider the individuals or groups who are most vulnerable, those who work closest to the hazard.
- Step 3: Evaluate the risk
 - Detail all the existing control measures. These may be building arrangements, policies, processes, safe methods of work, maintenance checks, information, instruction, training, supervision, protective clothing, equipment / materials. Based on these controls, evaluate whether these measures are sufficient to prevent the risk from occurring.
 - Look at the controls and consider:
 - What is the likelihood of the risk occurring with these controls in place?
 - What would be the severity of the risk if these controls failed?
 - Use the matrix in Appendix A to assign a risk rating.
 - Consider what measures can be implemented to reduce the risk rating or remove it all together.
 - Score the risk again based on agreed measures.
- Step 4: Record the findings



- Ensure all this information is recorded on the appropriate risk assessment form. Highlight the additional control measures that need to be considered for implementation and forward the completed assessment to the appropriate Senior Manager / Director for action.
- Ensure the assessment findings and subsequent action is communicated to anyone who may be exposed to the risk.
- Step 5: Review the assessment
 - Maintain a copy of the assessment form where the hazard was identified. Where necessary, ensure a copy of the form is forwarded to the appropriate manager.
 - Staff should review the assessment immediately if the process / situation changes, if new equipment is introduced or if legislation is amended. Otherwise it is good practice to review any assessment on an annual basis.

Risk Reduction Measures

Risk assessments aim to provide a clear indication of measures required to improve working practices. Measures considered should aim to:

- Eliminate / avoid the risk altogether
- Combat the risk at source
- Substitute the hazard for something less dangerous
- Adapt the work to the requirements of the individual
- Implement prevention measures (e.g. safe system of work, PPE)
- Give instruction/ training/ supervision to staff
- Develop a positive health and safety culture.

The above list is in order of preference to eliminate or reduce risk; when selecting the method, staff must ensure they abide by their statutory responsibility to do all that is “reasonably practicable” to ensure the health, safety and welfare of all staff.

When implementing the control measures consider setting out action plans and dates for when they need to be achieved by and evaluate the level to which the risk is expected to fall to once the improvement action has been implemented.

Document Monitoring

1	07/03/2019	Ellen Mould	1 st Issue
2	15/04/2020	Ellen Mould	Reviewed Policy
3	23/09/2021	Ellen Mould	Revision of Policy
4			
5			



Appendix A

Risk Rating Matrix:

		Consequence				
		Insignificant (1) No injuries / minimal financial loss	Minor (2) First aid treatment / medium financial loss	Moderate (3) Medical treatment / high financial loss	Major (4) Hospitalable / large financial loss	Catastrophic (5) Death / massive financial loss
Likelihood	Almost Certain Often occurs (e.g. once a week)	Moderate	High	High	Severe	Severe
	Likely Could easily happen (e.g. once a month)	Moderate	Moderate	High	Severe	Severe
	Possible Could happen or it is known to happen (e.g. once a year)	Low	Moderate	Moderate	High	High
	Unlikely Hasn't happened yet but could (e.g. once every 10 years)	Low	Moderate	Moderate	Moderate	High
	Rare (1) Conceivable but only in extreme circumstances (e.g. once in 100 years)	Low	Low	Low	Moderate	Moderate