

Merton Mencap

**Risk Assessment
Policy & Procedure**

September 2014



Merton Mencap
RISK ASSESSMENT
POLICY & PROCEDURE

This policy and procedure has been adopted by Merton Mencap through its Executive Committee which remains responsible for its review.

Original signed version is kept at the Merton Mencap office.

Signed: _____ Date: _____

Name: _____

Chair of Executive Committee

Signed: _____ Date: _____

Name: _____

Chief Executive

Record of adoption and review of this policy and procedure:-

Adopted: 16 September 2009
Reviewed: 28 June 2011
Reviewed: 9 September 2014

MERTON MENCAP RISK ASSESSMENT POLICY

Introduction

Staff and staff member includes Merton Mencap employees, bank workers and volunteers.

This policy aims to ensure a suitable and sufficient risk assessment is conducted for each area of Merton Mencap's business. Merton Mencap recognises that, under the Health & Safety at Work, etc, Act 1974, employers have a duty to ensure risks are as low as reasonably practicable. Risk assessments are an essential part of a successful health and safety management system.

A risk assessment is a careful examination of the factors that could cause harm to people. These factors are often referred to as hazards. Once the hazards have been identified, the person conducting the risk assessment considers what could be done to reduce or prevent the risk of an injury or illness from occurring. These are usually referred to as the control measures.

Policy

It is the responsibility of the Chief Executive and the Board of Trustees to ensure risk assessments exist for each of Merton Mencap's services and activities. All staff have a legal responsibility to co-operate with their employer in the control of health and safety and implementation of risk assessments. Failure to do so may lead to disciplinary proceedings.

Merton Mencap will ensure that a risk assessment is carried out

- for each service and activity (e.g. projects, open days)
- for each service user with a learning disability attending our services and activities, who we have responsibility for their care arrangements (the risk assessment may feature as part of the individual's care plan)
- for each paid or voluntary position.

Risk assessments will be reviewed regularly to ensure control measures are working and any new hazards are identified. In the event of an accident or incident, the relevant risk assessment will be referred to and, if necessary, updated to reflect improvements to control measures

Procedure

Risk assessments will be conducted by a member of staff who the Chief Executive or relevant Projects Manager considers competent to carry out the task.

Staff conducting risk assessments should also follow the principles set out in the Health & Safety Executive's 'Five Steps to Risk Assessment' document, which is available at the Merton Mencap office.

Risk assessments for services and activities will be approved by the relevant Projects Manager or Chief Executive before they become live. The original of the risk assessment is kept at the Merton Mencap office.

Risk assessments for services, activities and individuals will be completed using the relevant risk assessment form or care plan. A copy of the risk assessment or care plan is provided to the most senior person, who is responsible for ensuring this is provided to and understood by relevant staff.

Risk assessments for paid and voluntary positions will be provided to those who hold those positions.

Audit Guidance

Check	Evidence
Has the necessary training been provided to staff completing risk assessments?	Check a risk assessment to establish the author Check training records of staff completing risk assessments Ask staff completing risk assessments about their own experience/training – i.e. do they feel they need more?
Is there an in-date risk assessment for each project?	Ask senior staff to see the risk assessment for each project they manage Check it is in-date and reviewed regularly
Are risk assessments provided to relevant staff and do these staff understand how to use it?	Ask senior staff delivering activities (e.g. at a project) for the risk assessment. Check that the risk assessment at the office is the same version as the risk assessment at the project. Ask senior staff about the risk assessment – i.e. how do they use it, are there any hazards not included on the risk assessment Ask all staff (including volunteers) whether they are familiar with the risk assessment. Find out whether they think the risk assessment could be improved
Are risk assessments completed for additional activities, e.g. open days?	Ask senior person (i.e. CEO) to see a copy of the risk assessment for a recent event
Has a risk assessment been completed for each paid/volunteer position and, if so, has it been provided to the person?	Ask senior staff at the office for a role risk assessment. Contact the person the risk assessment relates to and ask them whether they have a copy and whether they understand it