

Merton Mencap

**Risk Assessment
Policy**

August 2017



Merton Mencap

RISK ASSESSMENT POLICY

This policy 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:-

Adopted:	16 September 2009
Reviewed:	28 June 2011
Reviewed:	9 September 2014
Reviewed:	21 July 2015
Reviewed:	3 August 2017

MERTON MENCAP RISK ASSESSMENT POLICY

Introduction

Staff and staff member includes Merton Mencap employees, bank workers and volunteers (including Trustees).

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.

An Individual Risk Assessment & Care Plan sets out the arrangements needed to care for a person, and they are often appended by additional documents such as Moving and Handling Plans.

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 role held by a member of staff

Risk assessments for project and activities will be completed by the identified manager which will be reviewed annually or sooner in the event of an incident.

Individual Risk Assessments & Care Plans for people with learning disabilities attending our projects and activities will be updated as follows:

- every 6 months for children and young people (under 18)
- every 12 months for adults (over 18)

The person in charge of the project or activity on the day (e.g. Team Leader) is responsible for ensuring that staff read and understand all risk assessments and care plans before every session.

All staff are responsible for ensuring that they read, understand and follow the risk assessments and care plans.

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