



Cumbria Family Support Ltd

RISK ASSESSMENT POLICY

Registered Office
Cumbria Family Support Ltd,
The Office,
Mardale Road,
Penrith,
CA11 9EH

Tel: 01768 593102
www.cumbriafamilysupport.org.uk

Risk Assessment Policy

INTRODUCTION

This policy is designed to assist Cumbria Family Support (CFS) in fulfilling their legal duties in assessing risks. Risk management is the consideration of the risks that arise in the workplace and during service delivery and then putting in place sensible health and safety measures to control them.

In accordance with our duties under the Management of Health and Safety at Work Regulations 2000, CFS is required to undertake regular risk assessments and take any necessary action arising from these to comply with their Health and Safety Policy.

The Chief Office is responsible for ensuring that risk assessments are completed, logged and reviewed in line with the Risk Assessment Review Schedule.

The Health and Safety Executive (HSE) defines a risk assessment as “a careful examination of what in your work could cause harm to people so that you can weight up whether or not you have taken enough precautions or should do more to prevent harm”. The assessment will help you to identify the likelihood of harm and whether you can reduce the risk to a reasonable level, through the introduction of control measures.

Staff members should remain vigilant to any potential risks to health and safety that arise during their working day and take all steps necessary to keep themselves and any other people who may be affected safe.

Family Support Coordinators should support volunteers in completing risk assessments if required during their volunteering.

Completed Risk Assessments should be stored digitally in the Health and Safety folder on the server so that they are accessible to all staff members.

The Process of Risk Assessment

Step 1: Identify the hazards

Divide your work in to manageable categories considering:

- Location
- Activities
- Equipment
- People

Identify the hazards:

- Chemical – solvents/exhaust fumes
- Biological – bacteria
- Physical – noise/vibration
- Psychological – occupational stress

Step 2: Decide who might be harmed and how

For each hazard you need to be clear about who might be harmed, identify the groups of people such as staff members/volunteers or members of the public. Identify how they might be harmed i.e. what type of injury or ill health might occur.

Step 3: Evaluate the risks and decided on precautions

Consider how likely it is that each hazard will occur and what control measures you already have in place. Have the control measures in place got rid of the hazard altogether or reduced the risk so that harm is unlikely. If any further actions are required the name of the person responsible to auctioning the task should be recorded along with the projected completion date with the actual completion recorded in the completed column.

Step 4: Record your findings and implement them

Putting the results of your risk assessment into practice will make a difference when looking after staff/volunteers and service users.

Step 5: Review your assessment regularly and update if necessary

Risk assessments need to be reviewed and if necessary updated every year. However a review will be required sooner if an incident occurs or there are significant changes to service delivery or procedures.

A risk assessment template is attached to this policy