



**Cumbria Family Support Ltd**

**RISK ASSESSMENT POLICY**

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

Tel: 01768 593102

[www.cumbriafamilysupport.org.uk](http://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 and protecting employees and volunteers from harm. 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 1999, CFS is required to undertake risk assessments and take any necessary action arising from these

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

## PAID STAFF

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.

## VOLUNTEERS

Before work commences with a family an organisational risk assessment will be completed by the Family Support Practitioner using the standard risk assessment template available to them, ensuring it is in line with clearly identified duties that the volunteer has been asked to carry out with the family.

The completed risk assessment will be reviewed by the Chief Officer or Team Leader and Business Manager and then shared with the volunteer. A copy of the risk assessment will be kept in the family's folder on SharePoint for future reference.

A review of all risk assessments should be carried out by the Family Support Practitioner and volunteer in supervision meetings at least every six months. Any change of duties asked of the volunteer will be risk assessed and added to the risk assessment prior to these changes being implemented.

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

## The Process of Risk Assessment

### Step 1: Identify the hazards

Look around your workplace and think about what may cause harm (these are called hazards). Think about:

- how people work and how plant and equipment are used
- what chemicals and substances are used
- what safe or unsafe work practices exist
- the general state of your premises

Look back at your accident and ill health records as these can help you identify less obvious hazards. Take account of non-routine operations, such as maintenance, cleaning or changes in production cycles.

Think about hazards to health, such as manual handling, use of chemicals and causes of work-related stress.

For each hazard, think about how employees, contractors, visitors or members of the public might be harmed.

### **Step 2: Assess the risks**

Once you have identified the hazards, decide how likely it is that someone could be harmed and how serious it could be. This is assessing the level of risk.

Decide:

- who might be harmed and how
- what you're already doing to control the risks
- what further action you need to take to control the risks
- who needs to carry out the action
- when the action is needed by

### **Step 3: Control the risks**

Look at what you're already doing, and the controls you already have in place. Ask yourself:

- can I get rid of the hazard altogether?
- if not, how can I control the risks so that harm is unlikely?

If you need further controls, consider:

- redesigning the job
- replacing the materials, machinery or process
- organising your work to reduce exposure to the materials, machinery or process
- identifying and implementing practical measures needed to work safely
- providing personal protective equipment and making sure workers wear it

### **Step 4: Record your findings**

If you employ 5 or more people, you must record your significant findings, including.

- the hazards (things that may cause harm)
- who might be harmed and how
- what you are doing to control the risks

### **Step 5: Review the controls**

You must review the controls you have put in place to make sure they are working. You should also review them if:

- they may no longer be effective
- there are changes in the workplace that could lead to new risks such as changes to:
  - staff
  - a process
  - the substances or equipment used
  -

Also consider a review if your workers have spotted any problems or there have been any accidents or near misses.

Update your risk assessment record with any changes you make.

**A risk assessment template is attached to this policy**

**Cumbria Family Support – Risk Assessment for:**

WHAT ARE THE HAZARDS?	WHO MIGHT BE HARMED AND HOW?	EXISTING CONTROL MEASURES WHAT ARE YOU DOING ALREADY?	IS THE RISK ADEQUATELY CONTROLLED OR NOT?	If not controlled – ACTION TO BE TAKEN	ACTION COMPLETED