

## **RISK ASSESSMENT POLICY**

### **1. Introduction**

The YMCA recognises that it is a legal requirement to carry out regular risk assessments to protect staff, service users, visitors, contractors and the public. Such assessments include:

- Annual risk assessment review on all generic risk assessments by all heads of department
- Annual review training for all staff on all integral risk assessments
- Annual risk assessments completed by the CEO
- Annual review of policies by the Health and Safety officer
- Ongoing risk assessments for all new activities or new procedures
- Ongoing risk assessments on all residents and hostel service users to assess risks to staff
- Annual refresher training for all first aiders

### **2. Routine testing and training**

The YMCA completes the following legal requirements carried out by trained competent staff and/ or competent approved contractors. Such activities include:

- Weekly fire drills for all buildings
- Quarterly fire evacuations of the hostel building
- At least 6 monthly fire evacuations for all other buildings
- Monthly fire warden checks throughout all buildings
- PAT testing on all items within the buildings, including service users personal items in the hostel
- COSHH assessments
- DSE assessments
- Manual handling assessments
- Annual fire safety audit carried out by Buckinghamshire Fire Safety officers on the residential flats and the hostel
- Annual servicing of fire extinguishers
- Annual testing of emergency lights
- Quarterly servicing of all fire panels
- Ongoing staff training including practical fire extinguisher use for all staff and health and safety training

### 3. Legal requirements

The Health and Safety at Work Act 1974 requires an employer to make all reasonable and practicable steps to ensure safe working practices for all employees.

The Health and Safety at Work Act 1974 requires employees have a duty to ensure they follow any training, policies and procedures that the YMCA have in place.

There are groups of people most at risk and should be identified during a risk assessments. These groups include young persons under 18, pregnant or new mothers, volunteers and disabled workers. These groups may need additional support, control measures and/or supervision during their normal working duties. See other relevant policies including the Health and Safety policy, Health and Safety statement, Fire policy and the Fire- Roles and Responsibilities policy.

### 4. Location of risk assessments

Blank assessment forms are kept on the s drive of the IT network.

Once risk assessments are completed they are passed to the Health and Safety Committee to review, high risk assessments are sent straight to the CEO for attention. The committee and/ or CEO will discuss any concerns within the risk assessment and it is then signed off. Any maintenance tasks required are agreed at committee and passed to the maintenance team, any large works involving large spends are subject to approval by the CEO and YMCA board.

All completed risk assessments are kept electronically on the s drive for all staff to access and each head of department is required to keep a hard copy in their area of work. All health and safety committee meeting notes are held electronically on the s drive and a hard copy is kept in the risk assessment folder.

All risk assessments and health and safety committee notes are posted on the health and safety notice board for a minimum period of one month after they are created.

### 5. Responsibilities

Staff

Agreed: September 2010

Review: September 2011

All employees are required to be aware and alert of any hazards within their area. This awareness should be through reading of completed risk assessments and using their own common sense. All employees have a duty to report any concerns they have and to remove any hazards immediately from the area. Employees have a responsibility to follow any instructions, policies and procedures whilst carrying out their day to day tasks and to not put themselves and others at any unnecessary risk. Risk assessments can be found in many locations including on the s drive, health and safety notice board, risk assessment folder held by the health and safety officer and in a designated area in their building of work.

Employees are entitled to join the Health and Safety committee group if they request to do so and can at any time attend a meeting to express a concern or report and issue to the health and safety officer to be discussed at the meeting. All minutes from the meeting are available at request or by looking on the health and safety notice board.

#### Heads of department

Heads of department are responsible to ensure risk assessments are completed relevant to their department. These risk assessments should be communicated to staff and routinely reviewed annually or as an incident occurs. Completed risk assessments should be kept in a designated folder for all staff to access at any time.

All completed risk assessments should be taken to the Health and Safety Committee for review and high risks should be brought to the attention of the CEO immediately and high risk hazards should be removed immediately. All heads of department are required to be a part of the health and safety committee group.

#### Health and safety Officer

The health and safety officer is responsible to ensure an annual review of policies is completed and to support the review of general risk assessments. The health and safety officer is also responsible for ensuring planned training sessions are budgeted for and all staff are invited to join.

The health and safety officer should complete a quarterly spot check on risk assessments and areas of work to look for any breaches of policies and risk assessments and the effectiveness of any control measures, these findings should be reported to the health and safety committee.

The health and safety officer should ensure they update themselves regularly on all health and safety topics and changes in legislation.

#### The Health and Safety committee

The committee have a duty to review risk assessments and plan health and safety budgets. Any unexpected spends on budget should be discussed and reviewed and recommendations for spending in the current budget year and in the following budget year should be made.

All accidents should be discussed and if required risk assessments should be reviewed and control measures should be discussed and amended as necessary.

#### CEO

The CEO is responsible to oversee the completion of all policies and risk assessments and to carry out their own annual risk assessments of areas.

The CEO should ensure the Health and safety culture at YMCA is positively driven forward at all times.

Policy signed by CEO:

A handwritten signature in black ink, appearing to be 'Ian Revell', written over a horizontal line.

Ian Revell