



## Risk Assessments

November 2022

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## 1. Responsibility

Leaders and volunteers are responsible for implementing safety policies and procedures within their areas of responsibility and for developing local policies to meet particular hazards within these areas identified through the means of detailed risk assessments.

## 2. Training

Before a leader or volunteer may conduct risk assessments within their areas of responsibility they are required to undergo training. This training will be provided by Phoenix.

## 3. The Need To Make Risk Assessments

Risk assessments are required by the Management of Health and Safety at Work Regulations 1999.

## 4. What Must Be Assessed

The regulations say that those activities which carry a substantial risk must be assessed.

Therefore any activity which is considered to have a greater risk than:

- administrative or office type duties;
- a regular session or workshop not involving substances or machinery which give rise to a risk;
- requires a formal/written assessment.

## 5. Types Of Assessment

### 5.1. Site Assessment

An assessment of a whole site or building which will address general matters such as fire alarms, firefighting equipment, emergency lighting, access, heating and ventilation etc.

### 5.2. Risk Assessment

Which relates to particular activities such as practical teaching, productions, events, field trips, exposure to hazardous substances, the use of machinery etc.

## 6. Who Is Responsible For Making The Assessment?

### 6.1. Site Assessments

The Health & safety Team in liaison with external advisers.

### 6.2. Risk Assessments

Risk assessments can be carried out only by those people who actually supervise the work or have day-to-day control of the equipment, plant or rooms/workshops concerned. So, for example, if you provide equipment for others to use, the risk assessment is your duty.

If you control the work of others, e.g. tell them how to carry it out, the responsibility for the assessment is yours. This would include directing members.

## 7. When Should The Assessment Be Carried Out?

Always before the work starts.



## **8. Where Should The Assessment Be Kept?**

At the place where the work is to be carried out so that persons exposed to the risk(s) have access to the information contained in the assessment and in a format suitable to ensure that it is easily understood by all parties exposed to the risk.

Assessments will also be catalogued and made available to everyone involved electronically through our online systems and at request.

## **9. Reviewing Assessments**

Assessments will need to be reviewed when the nature of the work or the risk changes or when there are changes in legislation. They are kept until they are superseded.

## **10. Standard Formats**

A standard format of a simple risk assessment is available to all leaders and volunteers, although leaders and volunteers are free to choose another format if that is more appropriate.

**Essentially the person with responsibility for the work area must demonstrate that he/she has:**

- been through the process of identifying the hazards inherent in the work that goes on there;
- made an evaluation of the risks arising in the course of the work;
- taken the necessary steps to control the risks to an acceptable level.

## **11. Help And Assistance**

The Health & Safety Team can provide basic information and assistance if requested to do so.

