



Risk Assessment Policy

Revised April 2013

Contents page

Content	Page No.
Risk Assessment: Principles and Techniques General Statement	3
Arrangements for Securing the Health and Safety of Workers	3
Manager and Supervisors Duties	4
Employee Duties	4
Information and Training	4
General Risk Assessment Form	5
Health and Safety Checklist . Computers and VDU ϕ	6
Work Station Assessment . Self Assessment	7-10
Wellbeing Residential Group Manual Handling Assessment	11-14
Fire Safety Legal Requirements	15
Fire Risk Assessment	15
Fire Safety Record	16
Monitoring and Revision	17
Enforcement	17
Inventory of Hazardous Substances	18
COSHH Assessment Record	19

Risk Assessment: Principles and Techniques

General Statement

Risk assessments form the central strand of a self-regulated safety management system. Successful completion of them provides sound economic benefits to the organisation as well as satisfying legal requirements.

This policy is intended to reduce risks to the health and safety of employees and others who may be affected by the way in which we conduct our business.

Those involved in the risk assessment process will receive appropriate training.

The persons responsible for conducting risk assessments and for reviewing existing risk assessments are: the Homes Managers and or the Directors.

Arrangements for Securing the Health and Safety of Workers

1. Elimination of Hazards

The Wellbeing Residential Group will ensure all hazards will be eliminated, so far as is reasonably practicable. If this is not possible, the remaining risks will be either avoided or reduced to an acceptable level. The measures introduced to achieve this will follow the principles of prevention and aim to combat risks at source.

2. Assessment of Risk

If hazards cannot be eliminated or risks avoided, an assessment of risks will be carried out by competent persons. The following factors will be considered during the assessment.

1. Likelihood

Whether the likelihood of the harm arising from the hazard is remote, possible, an even chance, probable or almost certain will be considered.

2. Severity

Consideration will be made of whether the severity of harm from the hazard is likely to result in:

1. insignificant injury
2. first-aid treatment only
3. absence from work for more than three days
4. a major injury
5. death
6. permanent disability.

Reference will be made to accident book records, Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 forms, sickness and ill-health records, first-aid records and incident (near miss) records when reaching this decision.

3. Those at Risk

Individuals or groups at risk due to the hazard will be considered. This will include employees, the self-employed and any other persons. If vulnerable persons, eg young people, pregnant

women, nursing mothers, those with disabilities, lone workers and those working out-of-hours or at remote locations are likely to be exposed, additional consideration will be given.

Managers' and Supervisors' Duties

Managers or supervisors must ensure:

1. assessments are carried out where relevant and records are kept
2. control measures introduced as a result of assessments are implemented and followed
3. employees are informed of the relevant results and provided with necessary training
4. any injuries or incidents lead to a review of relevant assessments
5. employees adhere to safe systems of work
6. safety arrangements are regularly monitored and reviewed
7. employees identified by the assessment as being at risk are subjected to appropriate health surveillance
8. special arrangements are made, where necessary, for vulnerable persons.

Employees' Duties

Employees must ensure:

1. they report to management (in confidence) any personal conditions which may put them at greater risk when carrying out work activities
2. they comply with all instruction and training
3. their own health and safety is not put at risk when carrying out work activities
4. they use equipment and machinery in accordance with instruction and training
5. any problems relating to their work activities are reported to a responsible person, along with any shortcomings they believe exist in the arrangements made to protect them.

Information and Training

Suitable information, instruction and training will be provided to all persons involved in the risk assessment process.

Any specific information, instruction and training needs identified will be provided. A responsible person will also regularly review training needs and refresher training will be provided at reasonable intervals.

HEALTH AND SAFETY CHECKLIST — COMPUTERS AND VDUS



Inspection carried out by								
Signature			<input type="text"/>			Room number or location		<input type="text"/>
Name in BLOCK capitals			<input type="text"/>			Date of issue		<input type="text"/>
Position			<input type="text"/>			Date of inspection		<input type="text"/>
Item	Satisfactory		Defect	Action Required		Follow-up Action		Comments
	Yes	No		Immediate	Follow-up	Carried Out By	Date Completed	
VDU Image	<input type="checkbox"/>	<input type="checkbox"/>						
Illumination	<input type="checkbox"/>	<input type="checkbox"/>						
Seating	<input type="checkbox"/>	<input type="checkbox"/>						
Adequate work space	<input type="checkbox"/>	<input type="checkbox"/>						
Cables	<input type="checkbox"/>	<input type="checkbox"/>						
Document holders	<input type="checkbox"/>	<input type="checkbox"/>						
Footrests	<input type="checkbox"/>	<input type="checkbox"/>						
Desk height	<input type="checkbox"/>	<input type="checkbox"/>						
Clean screen	<input type="checkbox"/>	<input type="checkbox"/>						
Reflections/glare	<input type="checkbox"/>	<input type="checkbox"/>						

WORKSTATION ASSESSMENT — SELF ASSESSMENT

Site	<input type="text"/>
Department	<input type="text"/>
Name	<input type="text"/>
Date of assessment	<input type="text"/>
Workstation/PC reference number	<input type="text"/>
Details of other workstations used	<input type="text"/>
Cross-reference workstation assessment record numbers	
<input type="text"/>	
<p>The completion of this checklist will enable you to carry out a self assessment of your workstation. Your views are essential to enable us to achieve our objective of ensuring your comfort and safety at work. The form should be completed after you have received training in the safe use of your workstation. Please circle the answer that best describes your opinion, for each of the questions listed. The form should be returned to a manager as soon as it has been completed.</p>	
ENVIRONMENT	
1. Lighting	
Describe the lighting at your usual workstation.	About right <input type="checkbox"/> Too bright <input type="checkbox"/> Too dark <input type="checkbox"/>
Do you get distracting reflections on your screen?	Never <input type="checkbox"/> Sometimes <input type="checkbox"/> Constantly <input type="checkbox"/>
What control do you have over local lighting?	Full control <input type="checkbox"/> Some control <input type="checkbox"/> No control <input type="checkbox"/>
2. Temperature and humidity	
At your workstation, is it usually	Comfortable <input type="checkbox"/> Too warm <input type="checkbox"/> Too cold <input type="checkbox"/>
Is the air around your workstation	Comfortable <input type="checkbox"/> Too dry <input type="checkbox"/>
3. Noise	
Are you distracted by noise from work equipment?	Never <input type="checkbox"/> Occasionally <input type="checkbox"/> Constantly <input type="checkbox"/>
4. Space	
Describe the amount of space around your workstation.	Adequate <input type="checkbox"/> Inadequate <input type="checkbox"/>
FURNITURE	
5. Chair	
Can you adjust the height of the seat?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Can you adjust the height and angle of the backrest?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the chair stable?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Is the chair in a good state of repair?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If your chair has arms, do they get in the way?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you find your chair comfortable generally?	Yes <input type="checkbox"/> No <input type="checkbox"/>
6. Desk	
Is the desk surface large enough to allow you to place all your equipment where you want it?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you able to arrange your monitor and keyboard directly in front of you with your screen at around arm's length away?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the area under your desk clear and free from obstructions?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the height of the desk suitable?	Yes <input type="checkbox"/> Too high <input type="checkbox"/> Too low <input type="checkbox"/>
Does the desk have a matt surface (non-reflectant)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
7. Footrest	
If you cannot place your feet flat on the floor whilst keying, has a footrest been supplied?	Yes <input type="checkbox"/> No <input type="checkbox"/>
8. Document holder	
If it would be of benefit to use a document holder, has one been supplied?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you have a document holder, is it adjustable to suit your needs?	Yes <input type="checkbox"/> No <input type="checkbox"/>
9. Telephone	
Do you write or input while on the telephone?	Never <input type="checkbox"/> Occasionally <input type="checkbox"/> Constantly <input type="checkbox"/>
If occasionally or constantly, would you use a telephone headset if provided?	Yes <input type="checkbox"/> No <input type="checkbox"/>
DISPLAY SCREEN EQUIPMENT	
10. Display screen	
Can you easily adjust the brightness and the contrast between the characters on screen and the background?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does the screen tilt and swivel freely?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the screen image stable and free from flicker?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the screen at a height which is comfortable for you (i.e. the top of the monitor approximately at eye level)?	Yes <input type="checkbox"/> No <input type="checkbox"/>

11. Keyboard

Is the keyboard separate from the screen?

Yes No

Can you raise and lower the keyboard height?

Yes No

Can you easily see the symbols on the keys?

Yes No

Is there enough space to rest your hands in front of the keyboard?

Yes No

Do the keyboard and mouse work properly?

Yes No

Are you able to use your mouse with a neutral wrist posture and without stretching?

Yes No

12. Software

Do you understand how to use the software?

Yes No

13. Work pattern

How many hours do you spend using computer equipment each day?

Are you able to arrange your work so that around ten minutes in every hour is spent carrying out non-computer-based-work?

Yes No

Do you have the opportunity to stand up and move around easily?

Yes No

Is your work particularly demanding or stressful?

Yes No

Do you regularly use portable equipment, such as laptop?

Yes No

14. Training

Have you been trained in the safe use of your workstation?

Yes No

Have you been trained in the use of software?

Yes No

15. Health

Do you experience any discomfort in your hands, arms, shoulders, neck, back or legs that you think might be associated with use of your visual display unit (VDU)?

Yes No

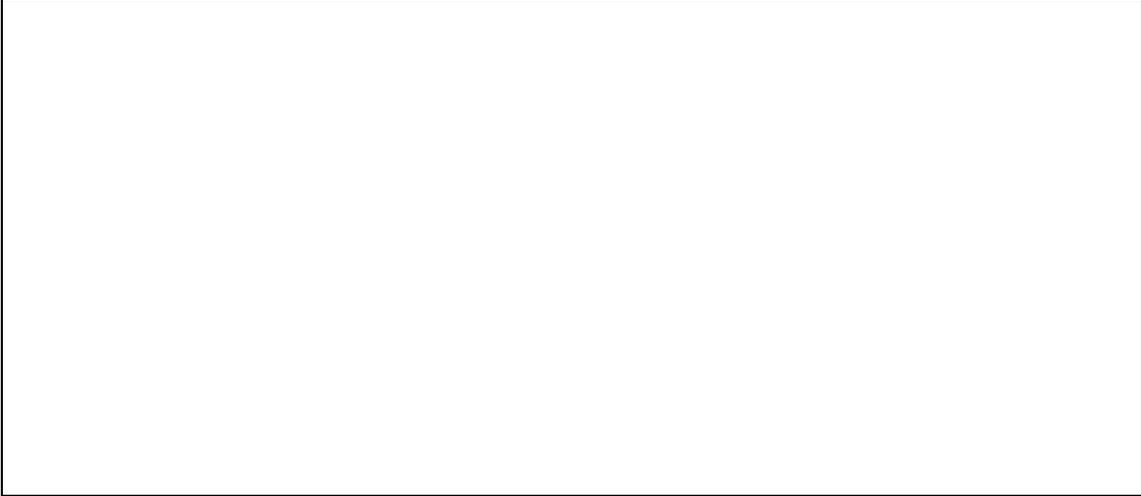
Do you experience any visual discomfort, eye strain or headaches that you think might be associated with use of your VDU?

Yes No

Do you have any health condition, disability or individual need that might need to be taken into consideration when assessing your workstation?

Yes No

Any other comments?

A large, empty rectangular box with a thin black border, intended for writing additional comments. It is positioned below the text 'Any other comments?' and is contained within a larger grey-bordered frame.

		<h2>Manual Handling Risk Assessment</h2>	
Name:		Date:	
Room Number:		Date of admission:	
		Date of Birth:	
What is purpose of the handling? (e.g. Reablement or ADL):			
Is client usually independent with mobility and transfers? Yes/No <i>(If yes then only need to complete Section A and other Section B as appropriate)</i>			
Section A – more detailed assessment	What are the risks?	What control measures can be put in place to reduce the risk?	
The load (the client):	Comments	Comments	
Are there any handling difficulties? Consider: -Build (Body Mass Index) -Medical Condition -Disability -Weakness -Pain -Cognitive ability -Behaviour -Skin problems -Tone -Varying mobility			
Weight (Kg/St) & Height -Compare with safe working load of equipment Height -Consider safety with equipment, handling difficulties			
Have you considered diversity, equality and impact when carrying out this risk assessment? Include race, religious beliefs, disability and communication barriers.			
At risk of falls?			
Individual capability of the handler:			
Consider:	Yes	No	Comments

Is unusual strength required?			
Those with a health problem (prior injuries)			
Are any handlers expectant or new mothers?			
Is posture or movement hindered by clothing or personal protective equipment?			
SECTION A continued:	What are the risks?	What control measures can be put in place to reduce the risk?	
The Environment consider:	Comments	Comments	
<ul style="list-style-type: none"> - Is there enough space to push and pull mobile equipment without bending, twisting, stooping or over reaching? - Are you able to push and pull equipment easily? (consider thick carpets, floor level, steps, ramps) - Is the floor level, free from trip hazards or obstacles? - Is lighting adequate? - Are there any problems with extreme temperature? 			
The Task consider:			
<p>Are you able to work in good posture? i.e. no bending, twisting, stooping, over reaching?</p> <p>Is the handling repetitive?</p> <p>Is equipment available and appropriate for each task?</p>			
SECTION B: SAFE SYSTEMS OF WORK			
Task / Transfers:	What are the risks?	Equipment and handling method to reduce the risk	No of staff
Consider:	Comments	Comments	Detail
Movement up and down the bed – include turning.			

Transfers in / out of bed.			
Transfers from: Chair to chair, wheelchair to chair etc.			
SECTION B (Continued): SAFE SYSTEMS OF WORK			
Task / Transfers:	What are the risks?	Equipment and handling method to reduce the risk	No of staff
Transfers on and off toilet/commode.			
Bathing/shower.			
Mobility. Walking / Stairs			
In and out of vehicles.			

Falls.			
Other.			
Assessment team/ Job Title:			
Staff Name:			
Staff Signature:			
Client Signature: (Or, if signed on behalf of client provide name of signatory):			

Fire safety legal requirements

The Fire Precautions Act 1971, the Fire Precautions (Workplace) Act 1997 (as amended) and fire safety duties under the Management of Health and Safety at Work Regulations 1999 were replaced in April 2006 by the Regulatory Reform (Fire Safety) Order 2005 (RRO). Under the Fire Safety Order, the Wellbeing Residential Group managers have a statutory duty to: carry out a fire risk assessment of the workplace; identify the significant findings of the risk assessment and the details of anyone who might be especially at risk in case of fire; provide and maintain such fire precautions as are necessary to safeguard those who use the workplace; and provide information, instruction and training to employees about the fire precautions in the workplace.

Fire precautions cover many aspects of fire safety including appropriate measures to fight and give warning of fire and appropriate measures to ensure the safe evacuation of persons via emergency routes and exits. The Fire Safety Order: places emphasis on preventing fires and reducing risk; makes it the responsibility of each business to ensure the safety of everyone who uses the premises and are in the immediate vicinity of the premises; and does away with the need for fire certificates.

Fire Risk Assessments

To comply with the Fire Safety Order, Wellbeing Residential Group managers have a statutory duty to ensure that risk assessments are conducted which specifically cover fire risks and hazards. Such assessments should be carried out by a person identified in the home as the responsible person under the Fire Safety Order, and thus responsible for all fire arrangements in the home. The responsible person for firesafety will usually be the Wellbeing Residential Group manager. If five or more people are employed then the Wellbeing Residential Group manager has a statutory duty to record and document the risk assessment.

A fire risk assessment is a methodical look at a premises, the activities carried on there and the likelihood that a fire could start. The fire risk assessment aims to: identify the fire hazards; reduce the risk of those hazards causing harm to as low a level as reasonably practicable; and decide what physical fire precautions and management arrangements are necessary to ensure the safety of people in the building in the event of a fire.

The fire risk assessment must take the whole of the premises into account, including outdoor locations and any rooms and areas that are rarely used. The assessment should focus on all potential ignition sources, which include: smoking materials; electrical, gas or oil-fired heaters; cooking equipment; faulty or misused electrical equipment; lighting equipment; equipment owned or used by residents; hot surfaces and obstruction of equipment ventilation; hot processes, e.g. work done by contractors; and arson, deliberate ignition, vandalism and similar activities. It should identify any materials that could burn reasonably easily and are in enough quantity to provide fuel for a fire or cause it to spread to another fuel source. Some of the most common fuels found in premises are:

- laundry supplies and medical supplies
- plastics and rubber, video tapes, polyurethane foam-filled furniture, foam-filled mats and polystyrene-based display materials
- wood or wood-based furniture
- textiles and soft furnishings
- seasonal and religious occasion decorations
- items used in hobbies and crafts
- flammable products, eg cleaning and decorating products, petrol, white spirit, methylated spirit, cooking oils, disposable cigarette lighters and photocopier chemicals
- flammable gases, eg liquefied petroleum gas
- paper products, packaging materials, stationery, advertising material, paper and books
- waste products, particularly finely-divided items, eg shredded paper and wood shavings and dust
- waste storage, refuse containers and skips.

The assessment next needs to identify who may be at risk. To do the Wellbeing Residential Group managers need to identify which parts of the premises residents actually use and where staff are usually found working. Managers must also consider who else may be at risk, such as visitors.

The level of dependence or vulnerability of the service users who live in the Wellbeing Residential Group home will be a key factor. Evidence from fires indicates that the major risk to residents is from smoke inhalation related to difficulties in evacuation. Being frail, confused, immobile or suffering from sensory impairments makes evacuation more complicated. Importantly, fire risk assessments within the Wellbeing Residential Group must consider night-time risks as well as day-time risks. At night, when staff numbers are lower, the task of evacuating residents may be that much harder.

Once the level of risk has been assessed, Wellbeing Residential Group managers must put in place adequate control measures to reduce or eliminate any risks identified and employees must be informed of any changes. Examples include: fire detection devices; fire warning devices; emergency fire-fighting equipment; fire containment; fire exits and escapes; emergency fire procedures; fire evacuation plans; special fire evacuation equipment (eg wheeled beds and chairs); fire safety training; and fire prevention initiatives.

All identified hazards should be addressed and dealt with. Electrical equipment should be moved to ensure that sockets are not overloaded. Damaged electrical equipment or leads should be replaced. Walkways and corridors should be cleared. Fire escape routes and exit signs should be organised with the needs of wheelchair users and the visually impaired taken into consideration. They should be clearly marked with signs at a height that can be read by wheelchair users and with Braille signs for visually impaired residents. Special attention should be paid to lighting around stairs and fire exits - both should be kept clear of clutter. Special attention should be paid to fire doors which are a major protection against the spread of smoke and which are sometimes found propped open by fire crews. All emergency fire-fighting equipment should be checked to ensure that extinguishers are in place, are of the correct type, have not been discharged and are not defective.

Particular attention should be paid to ensuring that any alterations intended as part of improving disabled access are subject to risk assessment and that they do not compromise fire safety arrangements. Examples from care home case studies include wheelchair ramps which fouled fire doors and electrically operated sliding doors which were too narrow to wheel beds through.

Fire safety record

Fire regulations only require a fire risk assessment to be recorded if five or more people are employed in the home. However, it is good practice in homes of any size for care home managers to keep up to date records in relation to:

- Fire assessment
- Fire safety control measures taken
- The maintenance and inspection of all equipment provided for fire safety including smoke detectors, sensors, fire alarms, emergency lighting, fire extinguishers and sprinklers
- Documents from insurers or enforcing authorities
- Staff training
- Fire drills - including dates of drills, evacuation times, learning points, etc
- Information on fire precautions provided to employees and contractors
- Fire incident investigations.

The use of a specific fire safety file to keep such information in one place and readily accessible is recommended. The responsible person or a firewarden should keep the file up to date.

Monitoring and revision

Wellbeing Residential Group managers should carry out regular inspections to ensure that the fire controls implemented under risk assessments remain adequate. Regular checks should also be made of call points, detectors, sounders, fire-fighting equipment and emergency lighting. Fire risk assessments should be reviewed whenever changes in the workplace are introduced which could also have an effect on fire risk or which introduce new hazards. Examples of such changes include changes in work processes, in usage of areas, of furniture, equipment or machinery, new substances used, new buildings work, or changes in the number of people likely to be present in the workplace.

Any accident that results in a fire (or the potential for a fire) must be properly investigated. Risk assessments must be reviewed when there are any changes resulting from accident investigations and changes in premises, work activities, procedures or equipment. Audits of management systems covering fire may form part of a wider assessment of the Wellbeing Residential Group's arrangements for health and safety. Information collected from these monitoring activities can be used to review: overall fire safety policy; the adequacy of the management system for fire safety; the adequacy of current fire risk assessments and standards in the context of the current or future use of the premises; and the effectiveness of implemented fire procedures.

Enforcement

The local fire rescue authority (the fire and rescue service) will enforce the Fire Safety Order in most premises. The enforcing authority will have the power to inspect a premises to check that the employer is complying with their duties under the Order. They will look for evidence that the Wellbeing Residential Group has carried out a suitable fire risk assessment and acted upon the significant findings of that assessment. They will also expect to see a copy of the record of the outcome of the assessment. If the enforcing authority is dissatisfied with the outcome of the fire risk assessment or the action taken, it may issue an enforcement notice that requires the home to make certain improvements or, in extreme cases, a prohibition notice that restricts the use of all or part of the premises until improvements are made.

Failure to comply with any duty imposed by the Fire Safety Order or any notice issued by the enforcing authority is an offence. Specific guidance for care homes, Safety Assessment: Residential Care Premises, is available from the Department for Communities and Local Government Publications Department (Tel: 0870 830 7099) or at: www.communities.gov.uk.

COSHH ASSESSMENT RECORD



Organisation name	<input style="width: 100%;" type="text"/>			
Area/process	<input style="width: 100%;" type="text"/>			
Manager/supervisor responsible	<input style="width: 100%;" type="text"/>			
Process/work activity	<input style="width: 100%;" type="text"/>			
Persons at risk	<input style="width: 100%;" type="text"/>			
Substance used	<input style="width: 100%;" type="text"/>			
Safety data sheet available (location)	<input style="width: 100%;" type="text"/>			
Hazard(s)	<input style="width: 100%;" type="text"/>			
Risk phrases	Route(s) of exposure	Workplace exposure limit	Volatility (boiling point) or dustiness	Quantity used
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Risk of exposure				
<input style="width: 100%; height: 30px;" type="text"/>				
Controls required				
<input style="width: 100%; height: 30px;" type="text"/>				
Emergency action				
<input style="width: 100%; height: 30px;" type="text"/>				
Controls maintenance/examination/testing schedule				
<input style="width: 100%; height: 30px;" type="text"/>				
Information/instruction/training required				
<input style="width: 100%; height: 30px;" type="text"/>				
Signature	<input style="width: 150px;" type="text"/>	Date	<input style="width: 100px;" type="text"/>	
Date for next assessment		<input style="width: 150px;" type="text"/>		