

# Pioneering Care Partnership (PCP) Risk Assessment Policy



## Purpose

This policy is designed to assist Pioneering Care Partnership (PCP) in fulfilling its legal duties in assessing occupational health and safety risks. Risk management is the consideration of the risks that arise in the workplace and then putting in place sensible health and safety measures to control them.

As an employer, PCP is required by law to protect its employees, and others, from harm. Under the Management of Health and Safety at Work Regulations 1999, the minimum PCP must do is:

- identify what could cause injury or illness in your business (hazards)
- decide how likely it is that someone could be harmed and how seriously (the risk)
- take action to eliminate the hazard, or if this isn't possible, control the risk (control measures)

## Policy Objectives

- To ensure that major health and safety risks are identified and managed as part of an overarching policy with a view to promoting the safety and welfare of employees, volunteers, visitors, members of the public, contractors and other non-employees who may be put at risk from PCP activities
- To ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be foreseeable risk
- That identified control measures are implemented to control risk so far as reasonably practicable
- That risk assessments are recorded and reviewed when appropriate.

## Risk Assessment

As part of managing health and safety, PCP must control the risks in the workplace. To do this PCP use Risk Assessment(s) as a tool to evaluate what might cause harm to people and decide whether reasonable steps are being taken to prevent that harm. This is something PCP are required by law to carry out.

There are numerous activities carried out at PCP each of which requires a separate risk assessment including but not limited to fire safety, lone working, classes and courses, events, visits and trips, use of equipment etc. Other legislation, notably the Control of Substances Hazardous to Health (COSHH) Regulations, the Manual Handling Regulations and the Display Screen Equipment Regulations also require risk assessments of specific areas of work.

Some employees and volunteers have particular requirements, which will require a risk assessment, for example:

- New and/or expectant mothers who may be more prone to health-related risks
- People with disabilities whose disability may mean that reasonable adjustments are needed to enable them to do the work and minimise risks
- Young people – under the age of 18 (work experience and/or apprentice) who may be inexperienced, and/or lack maturity/experience to recognise risks

Refer to PCP's Risk Assessment Procedure for further guidance.

## Scope

This policy covers all settings and teams within PCP without exception.

## Definitions

**Risk Assessment** - The process of evaluating risks to workers' Health and Safety from workplace hazards. It is a systematic examination of all aspects of work that considers:

- what could cause injury or harm
- whether the hazards could be eliminated and, if not,
- what preventive or protective measures are, or should be, in place to control the risks.

**Hazard** - A hazard can be anything, whether work materials, equipment, work methods or practices, that has the potential to cause harm

**Risk** - The chance, high or low, that somebody may be harmed by the hazard

**A Suitable and Sufficient Assessment** as required by the Management of Health and Safety at Work Regulations is one that:

- Accurately identifies hazards
- Determines the likelihood of injury or harm arising.
- Identifies the severity of the consequences and the types of people who would maybe affected
- Takes into account any existing control measures
- Identifies any specific legal duty or requirement relating to the hazard
- Will remain valid for a 12 months unless there is a significant change
- Provides sufficient information to enable staff to decide upon appropriate control measures
- All Risk Assessments **must** be reviewed after 12 months as a minimum, unless stipulated otherwise.

## Procedure

### New Risk Assessments

Use relevant blank Risk Assessment template (saved in the Document Hub/Risk Assessments/Templates) to draft a PCP risk assessment. This template includes the 5 steps required by HSE.

- Identify the hazards
- Assess the risks
- Control the risks
- Record your findings
- Review the controls

When the risk assessment is complete, it must be sent to the relevant line manager or project lead for sign off. Once it has been signed off, the risk assessment must be emailed to [risk@pcp.uk.net](mailto:risk@pcp.uk.net) so it can be saved in the correct project/service folder in risk assessments and added to the risk assessment central register. If the risk assessment is associated with a new project/service please highlight this in the email so a new folder can be created.

The central risk assessment folder should be used as a resource for teams and projects, to share ideas and mitigate duplication of work.

## **Risk Assessment Reviews**

All risk assessments must be reviewed at least every 12 months.

Home visit risk assessments must be reviewed every 3 months.

Risk assessments should also be reviewed following an accident/incident/near miss.

The central register (hosted in Microsoft Planner) lists all active risk assessments in each project/service. The register records the review date, and the employee responsible for the risk assessment. The employee assigned to the risk assessment will receive an automated review reminder 1 month before it is due, with regular reminders until the task has been marked as complete.

To review a risk assessment, download the document (from the risk assessment folder on the document hub) onto your desktop, review and update accordingly. (Do not type over an existing risk assessment on the document hub as it will automatically save changes, and the previous version will be lost.) Email the reviewed/updated risk assessment to [risk@pcp.uk.net](mailto:risk@pcp.uk.net) and mark the item as 'completed' in the central register (Planner). Planner will automatically update the review date for the following year (3 months for home visits). Once the risk assessment has been emailed to [risk@pcp.uk.net](mailto:risk@pcp.uk.net), it can be deleted from your desktop.

No risk assessments (see exceptions below) should be saved in your project/service folder or your local drive. They all need to be logged in the central risk assessment folder and risk register.

## **Archiving Risk Assessments**

If, on the review date reminder, the risk assessment is no longer active then you must send an email to [risk@pcp.uk.net](mailto:risk@pcp.uk.net) and request it is archived. A member of the core team will archive the risk assessment and remove it from the central register.

## **Re-assigning Risk Assessments**

In the event of an employee moving teams, roles or moving on from the PCP, it is the responsibility of the project lead/line manager to reallocate the risk assessment review on the central register (Planner).

## **Exceptions**

Employee risk assessments must be saved on HR file **NOT** the central risk assessment register or folders.

If the risk assessment holds personal information about a service user, then it should not be saved in the central risk assessment folder. Save it in the project folder password protected. This ensures that personal information is not breached centrally. However, you must email [risk@pcp.uk.net](mailto:risk@pcp.uk.net) to confirm the risk assessment audit details:

- Project/service
- Risk subject
- Owner
- Authorised by
- Review date

## Related Policies and Procedures

This Policy should be read in conjunction with the following PCP policies and procedures:

1. Health and Safety Policy Statement
2. Employee H&S Handbook

## Relevant Legislation

This policy should be read in conjunction with the following legislation:

1. The Health & Safety at Work etc Act 1974
2. Control of Substances Hazardous to Health Regulations 2002
3. Display Screen Equipment Regulations 1992
4. Management of Health and Safety at Work Regulations 1999
5. Manual Handling Operations Regulations 1992
6. Other applicable Regulations

## Responsibilities

**Trustees** are responsible for approving and reviewing this Policy as part of the review cycle.

**Chief Executive** has overall responsibility for Risk Management within PCP and the lead for Risk Management is delegated to the Senior Leadership Team nominated Lead.

**Senior Managers** are responsible for managing any high level risks and approving any corrective action.

**Line Managers** are responsible for ensuring that risk assessments are completed for activities within their area.

**Employees** are responsible for carrying out a risk assessment according to their roles and responsibilities. All employees are responsible for taking reasonable care of their own safety, together with that of visitors, members of the public etc and reporting any health and safety issues, risks or defects to their Line Manager.

## Monitoring and Review

This Policy will be reviewed by the Operations Manager annually to ensure that it remains compliant. A full formal review will also take place every 3 years by Senior Leadership Team as part of the Policy Review Cycle.

**March 2024**

## Statement document tracking

Action	Date(s)
Draft to SLT:	19 July 2023
Approved Policy uploaded to shared and circulated:	28 March 2024
Interim Review Date:	February 2025
Main Review Date:	February 2027
SLT Lead for Review	Operations Manager

**If this policies or procedure is not reviewed in line with the review date indicated then this version remains valid until such time it is updated and reviewed.**