HEADWAY NORTH CUMBRIA
RISK MANAGEMENT POLICY AND RISK ASSESSMENT

INTRODUCTION

1.   Headway North Cumbria attaches great importance to the health and safety and welfare of all persons with whom it has contact. We regard the promotion of health and safety measures as an objective for everyone with whom Headway North Cumbria is involved. Our overall approach to health and safety is given in our Health and Safety policy.

AIM OF THE POLICY

2.   Headway North Cumbria is committed, so far as is reasonably practicable, in providing for the health, safety and welfare of all volunteers, members and visitors through the identification and management of risk and reduction of such risks to as low as reasonably practicable (ALARP)[1].

STATEMENT OF GENERAL POLICY

3.   It is Headway North Cumbria's policy to:

a.   Prevent accidents and cases of activity-related ill health by managing the health and safety risks in its Day Centre and during organised outings.

b.   Provide clear instructions and information, and adequate training, to ensure volunteers are competent to do their work.

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[1] ALARP, which stands for "as low as reasonably practicable" is a term used in the regulation and management of safety-critical and safety-involved systems. The ALARP principle is that the residual risk shall be reduced as far as reasonably practicable. For a risk to be ALARP, it must be possible to demonstrate that the cost involved in reducing the risk further would be grossly disproportionate to the benefit gained.

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c.   Engage and consult with volunteers on Day Centre health and safety conditions.

d.   Implement emergency procedures – evacuation in case of fire or other significant incident.

e.   Maintain safe and healthy working conditions, provide and maintain necessary equipment, and ensure safe storage and use of substances.

DEFINITIONS[2]

4.   Definition of a hazard:

A hazard is something (e.g. an object, a property of a substance, a phenomenon or an activity) that can cause adverse effects. For example:
- Water on a staircase is a hazard, because you could slip on it, fall and hurt yourself.
- Loud noise is a hazard because it can cause hearing loss.
- Breathing in asbestos dust is a hazard because it can cause cancer.

5.   Definition of a risk:

A risk is the likelihood that a hazard will actually cause its adverse effects, together with a measure of the effect. It is a two-part concept and you have to have both parts to make sense of it. Likelihoods can be expressed as probabilities (e.g. "one in a thousand"), frequencies (e.g. "1000 cases per year") or in a qualitative way (e.g. "negligible", "significant", etc.). The effect can be described in many different ways. For example:
- The annual risk of a worker in Great Britain experiencing a fatal accident [effect] at work [hazard] is less than one in 100,000 [likelihood];
- About 1500 workers each year [likelihood] in Great Britain suffer a non-fatal major injury [effect] from contact with moving machinery [hazard]; or
- The lifetime risk of an employee developing asthma [effect] from exposure to substance X [hazard] is significant [likelihood].

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[2] From http://www.hse.gov.uk/risk/theory/alarpglance.htm

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RISK ASSESSMENT

6.   Risk assessment[3] is a method of preventing accidents and ill health by helping people to think about what could go wrong and ways to prevent problems. As part of managing the health and safety of its business Headway North Cumbria controls the risks in its Day Centre and during outings. To do this, it considers what might cause harm to people and decides whether it is taking reasonable steps to prevent that harm.

7.   The risk assessment also enables Headway North Cumbria to:

        a.   Carry out a thorough assessment of all significant risks associated with its activities.

        b.   Reduce the costs associated with accidents and ill health and the likelihood of negligence claims.

        c.   Identify priorities on the basis of risk. .

        d.   Highlight training needs.

8.   At Headway North Cumbria risks are assessed by scoring the severity and likelihood of a hazard on a scale of 1 to 5 and using a final score (determined by severity x likelihood) to determine where action needs to be taken to reduce risk. The higher the final score the more significant the issue.

9.   The likelihood of an event is defined as follows:

Likelihood of Event	Score
Will almost certainly happen	5
Highly likely to happen	4
Not so likely to happen	3
Even less likely to happen	2
Unlikely to happen at all	1

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[3] Risk assessment is a legal requirement under the Management of Health and Safety at Work Regulations.

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10.   The severity of an event is defined as follows:

Severity of Event	Score
Dying or being permanently disabled	5
Serious injury/long-term illness	4
Temporary disability/3 days off sick	3
Will need medical attention	2
Minor injury e.g. bruise, graze	1

11.   The final risk score is determined by multiplying the likelihood of n event happening and multiplying it by the severity of the consequences should that event occur. This generates a final risk score between 1 and 25. Activities are manged in accordance with that final score as follows:

Final Score	Action to be Taken
16–25	Stop! Do not start activity again until risk is controlled.
10-15	High risk level, High priority. Take action straight away to control the risk.
6-9	Medium risk level. Tighten up controls and make a plan to do something about risk.
3-5	Fairly low risk level. Low priority but keep possible action in mind.
1-2	Low or trivial risk. No further action required.

GENERAL APPROACH TO RISK REDUCTION

12.   Notwithstanding the specific hazards listed in the risk assessment Headway North Cumbria adopts an approach within its Day Centre aimed at eliminating hazards, reducing the likelihood of an event happening and reducing the severity of the consequences in the event that something does occur. These actions are as follows:

a.   **First Aid**

(1)   A properly stocked first aid kit should be available at all times. Its location should be clearly identified.

(2)   A suitable number of volunteers should have attended an approved first aid course. For each Day Centre session a named person should be appointed to take charge in the event of an accident.

(3)   An accident record is maintained and this should be available for inspection by authorised persons. Whilst aimed predominantly for Day

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Centre use it is good practice to take the accident book on all group outings since accidents should be recorded as soon as possible.

b.   **Heating appliances.** Heaters should be safe, securely fixed and guarded, and regularly serviced. The use of portable appliances should be avoided.

c.   **Floors / flooring.** Floors / flooring should be level and coverings non-slip and appropriate for the area. All joints and edges must be properly secured to avoid tripping hazards.

d.   **Doors / window / stairs.** Precautions should be taken to protect volunteers and members from the dangers of swing doors, split level floors or unguarded stairs.

e.   **Hot drinks / water.**

   (1)   Hot drinks / water used by members should have the temperature carefully controlled to prevent scalding.

   (2)   Hot drinks should not be taken into areas of the Day Centre where members could knock them over and be scalded.

f.   **Passive smoking.** Passive smoking is a health risk and should not be allowed in areas used by members. Those people wishing to smoke are to do so outside away from other Day Centre activities.

g.   **Kitchen safety.** Kitchens are hazardous places due to hot surfaces and liquids and dangerous chemicals.

   (1)   Access to the kitchen should only be permitted to those that need to be there.

   (2)   Members that need to enter the kitchen to learn kitchen skills are to be small in number and constantly supervised.

   (3)   Boiling kettles, hot liquids and cleaning materials should be kept out of reach.

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