



Kisimul Group Limited

HS 15 Risk Assessment

Policy and Procedure

Document Information

Document:	HS 15 Risk assessment policy
Department:	Company wide
Document owner and position:	Nathan Davie Senior Health and Safety Officer
Document authorised:	Developments Director

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This document will be reviewed at least every two years

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1. Introduction

Kisimul Group has a duty under The Management of Health and Safety Regulations 1999, to identify hazards and make a suitable and sufficient assessment of the risks to the health and safety of all its employees; persons we support (PWS); educate and others who are affected by the work which Kisimul undertakes.

2. Scope

Kisimul Group recognises that Risk Assessments are an important part of effective Health and Safety management. Risk Assessments assist with preventing accidents and ill-health by considering the hazards that exist and how they are managed.

3. Definitions

In the Kisimul Environment assessment of Risk falls under two main categories:

3.1 Assessment of Risk associated with employees and the activities they are required to carry out in the work place and the hazard this may present to them and third parties – A statutory requirement.

3.2 Individual Assessment of Risk associated with the people we support; to consider the risks presented by the specific needs of the individual based on their Individual Care Plan (ICP) highlighting all relevant potential behavioural presentations, and for all activities the individuals are involved in.

Considering 3.1 above, Levels of Risk Assessment should be as follows:

3.4 Job Role Risk Assessments. Each employment role requires an assessment to consider all general day-to-day activities associated with the role; the hazards they present and the likelihood of exposure. It is at this level; primary control measures are put in place and training needs to be identified for general execution of the role. Job role risk assessments will be reviewed by line managers in conjunction with the health and safety department and the human resources department where appropriate.

3.5 Generic Risk Assessments. “GRAs” are created for low-risk activities carried out regularly, often by many employees, involving a common set of control measures relevant to all. GRAs will be created and reviewed by the Health and Safety Department. Having a GRA saves the need for reassessment of a common/frequent tasks carried out by competent individuals every time it is executed. It should be considered that “Site Specific” factors may affect a common task taking place in different locations.

3.6 Site Specific/Task Specific Risk Assessments. Infrequently carried out, or more complex/higher risk activities will necessitate a specific assessment of risk – hence “Task Specific”. The “Site Specific” part to this process considers hazards associated with activities that are presented due to the activity taking place at a certain location. In the case of especially complex tasks a “Method Statement” may also be required. Task/Site specific Risk Assessments can and often do make cross reference to GRAs to prevent excessive repetition and over assessment.

3.7 Method Statements. A “Method Statement” is a written method of work detailing the safe process/sequence of work required to complete a task, and the control measures that will be in place.

Considering 3.2 above, Risk Assessment is as follows:

3.8 Individual Risk Assessment. This Risk Assessment is carried out as part of the ICP process to understand specific risks associated with the care needs of the PWS. This will take into account all personal, medical and sensory considerations which may result in behaviour presentation which is a risk to health and safety of the individual and towards third parties.

3.9 Impact Risk Assessments. It is deemed to be good practice to provide admission Impact Risk Assessments and risk mitigation records in respect of each young person prior to admission. This will enable senior staff to decide which peer group and residential area is most suitable and will therefore have the least impact on the residential service. It also enables staff to consider the factors that will be affected by a new person’s arrival in order to mitigate the risk and put measures in place accordingly.

4. Roles and responsibilities

Using a set of company-wide Health & Safety Policies, procedures and systems, Department Managers and their deputised senior staff are responsible for the day to day management of Health and Safety within their remit. Under this policy this includes identifying hazards associated with their area of the business and implementing Safe Systems of Work (refer to policy HS 14) determined by appropriate Risk Assessment, implanted control measures, and auditing of the systems that are in place.

Supervision of staff carrying out control measures must take place, Under the Health and Safety at work Act 1974 flagrancy of not complying with control measures can lead to criminal prosecution.

5. Policy Content

The formulation of risk assessments will follow the HSE’s “5 steps to risk assessment format. All forms of risk assessment must be completed in advance of the activity/ task. They must then be

made available and disseminated appropriately to all those who are taking part/involved in any way with the activity.

5.1 New risk assessments must be provided to all persons involved with those hazards, risks and control measures, Understanding the requirements of risk assessment control measures must be signed for by such staff and records kept.

5.2 Risk assessments are reviewed periodically (no less frequently than annually) by a Relevant Responsible Person. They must also be reviewed if there are:

Any changes to circumstance; i.e. the role (or an individual's ability to discharge their duties), the activity itself, any equipment used, location or a change in display of pupil behaviour presentation etc.

Any relevant changes of legislation or regulatory standards governing the activity.

Any recorded incidents, accidents or near-misses associated with the activity or individual.

Risk Assessment review and document versioning is the overall responsibility of the associated Department Manager(s). However, in many cases, the most appropriate reviewer is a person directly involved in the activity in question, and review of an assessment(s) can be delegated to a suitable competent person.

5.3 Changes made to risk assessments must be provided to all persons involved with those hazards, risks and control measures, Understanding the requirements of risk assessment control measures must be signed for and records kept.

6. Training requirements

How to carry out a risk assessment is covered in the Health and Safety section of the company induction process and through regular refresher sessions throughout employment. Further help and support can be gained from the Health and Safety team.

7. Monitoring compliance

Sampling of the risk assessment documents for our homes and services will be carried out by the Health and safety Team during regular inspections,

8. Associated Kisimul documents and references

The Health and Safety at Work Act 1974

The Management of Health Safety and Welfare regulations 1999

Section 2 of the arrangements of the Kisimul Health and Safety policy statement.

Document Equality Impact Assessment – Part A

Document Title:		HS15 Risk Assessment	
Name of person completing Equality Impact Assessment:		Nathan Davie	
Date Equality Impact Assessment completed:		02/11/2021	
Characteristics	Impact		Equality Impact Assessment form completed?
	Yes	No	
Age		No	If <i>No</i> comment: This policy has no impact on the listed characteristics
Disability		No	
Ethnicity		No	
Gender		No	
Religion or belief		No	
Sex orientation		No	
Socio-economic		No	
Gender Reassignment		No	
Maternity/Pregnancy		No	
Marriage/Civil Partnership		No	

Equality Target Group	a) Positive Impact		b) Negative Impact		Reason/Comment
	High	Low	High	Low	

10. Equality Impact Assessment – Part B

Document Equality Impact Assessment – Part B

What is the main purpose or aims of the policy

To reduce injury to Staff, People that we care for and others associated by the work that Kisimul undertakes.

This policy also complies with a legal requirement to carry out risk assessments from identified hazards and the risks that they pose.

Who will be the beneficiaries of this policy?

All Kisimul staff the people that we care for and those effected by the work we carry out

Has the policy been explained to those it might affect directly or indirectly?

This policy will be available to all kisimul employees

Have you consulted on this policy?

Development Director, Health and Safety Officers

What are the expected outcomes of this policy?

To have a safer working environment, to have less injuries and illness at work.

Name of Person Completing Equality Impact Assessment:	Nathan Davie
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11. Document review and change log

Document Change Log

The Document Change Log acts as a register of all authorised changes made to this document.

Changes will not be made unless authorised by the document owner.

Description of Change	Change made by	Authorised by	Date document republished
Re worded around understanding of risk assessments and staff signing for such	Nathan Davie		