



**COMMUNITY SPORTS
& EDUCATION
TRUST**

REGISTERED CHARITY NO: 1102239

Watford FC's Community Sports and Education Trust

Health and Safety Risk Assessment Policy

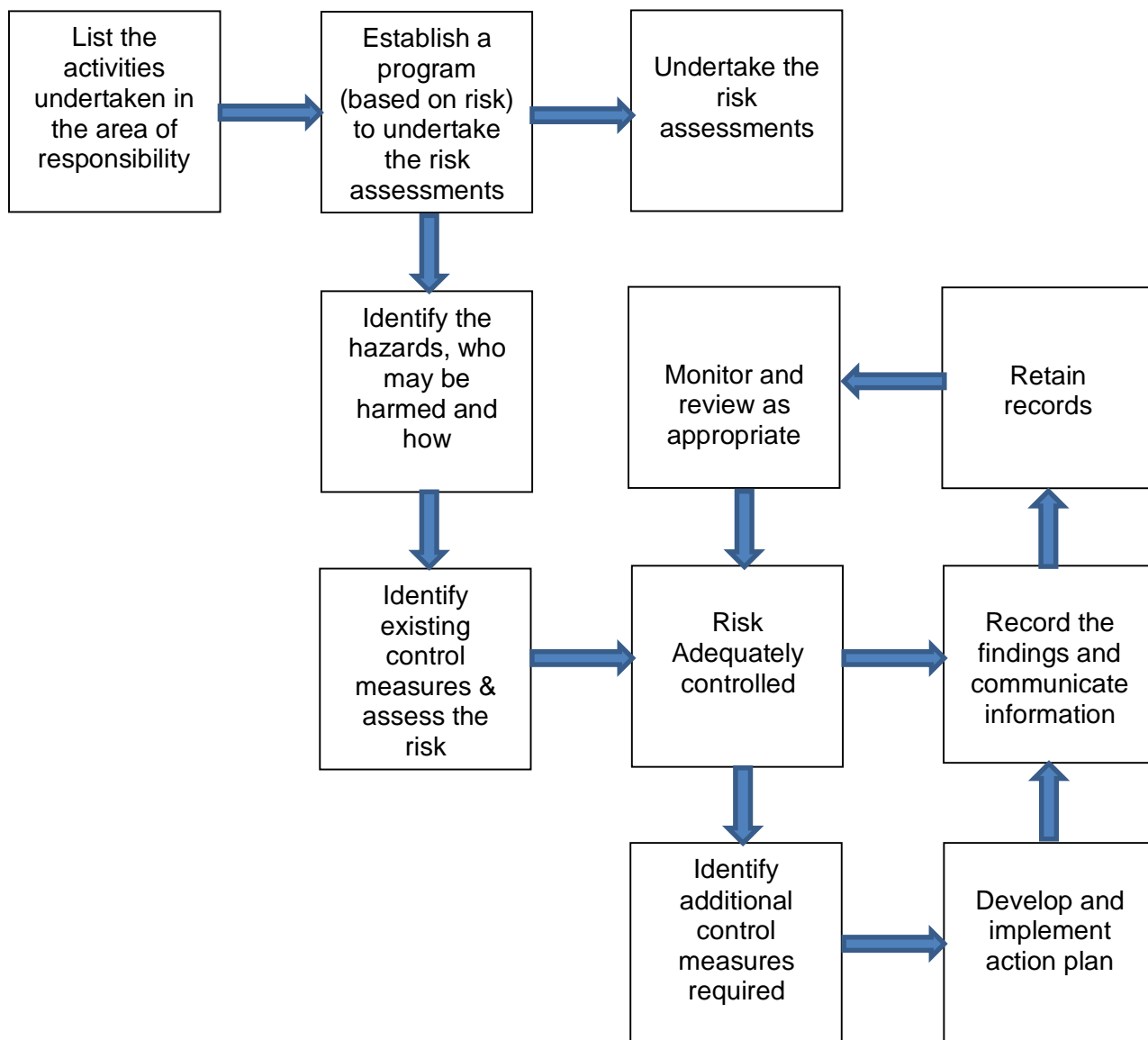
MANAGEMENT INFORMATION

Policy Name	Trust Project Risk Assessment Policy
Effective Date	21 November 2018
Next Review Date	November 2021
Drafted By:	Trust Data Protection/ Risk Officer
Approved by Board	DEC 2018

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Risk Assessment and Control Process Map



1 Introduction

The purpose of risk assessment is to identify hazards and evaluate any associated risks to health and safety arising from the Watford FC Community Sports and Education Trusts (The 'Trust') activities and facilities enabling informed decisions to be taken to eliminate or minimise any risk of harm to those who may be affected.

Risk assessment is also a legal requirement under the Management of Health and Safety at Work Regulations. In addition, topic specific risk assessments are required by associated legislation for fire, manual handling, computer use, substances hazardous to health, noise, young persons, new and expectant mothers, provision and use of work equipment, asbestos, lead and pesticides.

Risk assessments do not have to be complicated; the level of detail contained in them should be relevant to the level of the risks involved with the activity. In many cases a risk assessment will lead to the clarification and documenting of local team protocols and procedures that are often already in place. The analytical process involved with risk assessment and control can also result in efficiencies in existing processes being identified.

Risk assessments can also assist in the identification of requirements for, and levels of, instruction, information, training and supervision that may be required for the activity.

2 Responsibilities

The following posts have responsibilities:

Employees, workers and volunteers are responsible for:

- Assisting with and participating in the process of risk assessment.

Senior Management and line managers are responsible for:

- Undertaking risk assessments, identifying and implementing control measures, effectively communicating the outcomes to employees and others as appropriate.

The Community Director and Trustees are responsible for:

- Ensuring risk assessments for activities are undertaken, control measures identified and implemented, and the outcomes communicated to employees, workers, volunteers and others, as appropriate.
- Ensuring that those who are tasked with completing risk assessments within Departments are suitably trained to do so.

- Ensuring that a suitable mechanism exists to communicate the safe systems of work identified as part of the risk assessment procedures. Where suitable these are likely to be in the form of Standard Operating Procedures (SOP).
- Making suitable representation to Senior Managers if risk assessments identify an outstanding need which cannot be resourced within existing departmental resources.

Senior Managers are responsible for:

- Allocating resources in response to risk assessments completed within Departments and determining a course of action should it be identified that a risk cannot be suitably controlled so far as is reasonably practicable.
- Setting up frameworks for decision making and corporate strategies which incorporate risk assessment principles. This will ensure that decisions made take into account relevant risk factors.

The Health and Safety Officer is responsible for:

- Giving competent advice on the suitability and sufficiency of risk assessments completed.
- Providing or organising Training on risk assessment procedures on request by managers.

3 Definitions

For the purpose of this policy the following definitions apply:

Hazard: Something with the potential to cause harm

Hazardous Outcome: A description of how someone could be hurt or damage could occur as a result of interacting with the hazard

Risk Rating: The overall judgement of the level of risk which may arise from the hazard, based upon the likelihood of the event occurring and the potential severity of the consequence

Control Measures: Method used to reduce or control risks arising from identified hazards

Residual Risk: The level of risk remaining once control measures have been applied to reduce risks so far as is reasonably practicable.

4 Hazard Identification

Line managers are responsible for making themselves aware of all routine and nonroutine work activities (including any foreseeable emergencies) undertaken in their areas of responsibility. Once this exercise is complete it will be possible to

describe activities in a meaningful way for the purposes of risk assessment to avoid unnecessary paperwork and bureaucracy e.g. if the activity of cash handling is identified during a number of activities it may be possible to group these activities under one risk assessment, rather than producing a number of very similar documents.

A prioritised programme (based on a broad judgement of the overall risk involved with each activity) to carry out risk assessments, should be established and implemented.

Whenever possible line managers should adopt a team approach to risk assessment and involve employees, workers, volunteers who have practical experience of the activity being assessed, as they often have the best awareness and understanding of the hazards involved with the activity and know how the activity is actually carried out.

All hazards associated with each activity and all groups of persons which may be exposed to those hazards must be identified. Hazards can arise from the use of materials, substances, equipment, weather and the location that the activity is carried out in.

To assist in hazard identification:

- Observe the task to be assessed and the environment that it is to be carried out in to identify what actually occurs.
- Speak to and involve the employees who undertake the task
- Refer to any existing risk assessments.
- Review incident and ill-health records relevant to the activity.
- Refer to legislation, supporting approved codes of practice and Health and Safety Executive (HSE) guidance documents, British standards, industry / trade association guidance, manufacturers / supplier information (see also Section 10). These references should also be included in the final documentation as appropriate.
- Refer to colleagues in other institutions who undertake the same tasks, if necessary

Groups of persons which may be exposed to the hazards can include employees, workers, volunteers, members of the public, service users, visitors, passers-by, contractors, cleaners etc. Any groups that may possibly be more vulnerable, such as people with disabilities, existing medical considerations, new or expectant mothers and young persons (under 18's) should be highlighted as they require individual assessment.

It is particularly relevant within the education environment (i.e. Alternative Curriculum Provision) to consider students as part of the risk assessment process, the potential impact of activities upon them with a view to the supervision arrangements which are in place to ensure their health and safety.

The risk associated with hazards such as 'inadequate supervision' and/or 'lone working' should also be closely considered as part of the risk assessment for employees.

A Hazard Checklist is included in **Appendix 1**, to assist with this process.

5 Risk Evaluation and Estimation

Once hazards associated with activities have been identified, it becomes necessary to establish what the potential hazardous outcomes or events could be associated with the hazard.

When identifying who could be harmed, identify how they could be harmed. Consider

- **Who could be harmed?**
- **By what?**
- **And how?**

The next stage is to examine **the likelihood** of a hazardous event occurring. Infrequently occurring hazards present less risk than frequently occurring hazards.

Once likelihood has been determined the probable **consequence** of the hazardous event, should be considered. Consequences can be considered in terms of severity of potential injury (is it probable that a person would die or sustain minor injuries) but consequence also can be considered in broader terms, including reputational consequences.

For the purposes of illustration a five point model is suggested below:

Risk rating	
S = Severity	L = Likelihood
1 – No injury	1 – Improbable
2 – First Aid	2 – Remote
3 – Lost time injury (over 3 days)	3 – Possible
4 – Major injury	4 – Probable
5 – Catastrophic	5 – Very likely

Likelihood	Description
Very Likely	Expected to occur in most circumstances.
Probable	Will probably occur in most circumstances
Possible	Might occur at some time.
Remote	Not expected but conceivable, could occur sometime.
Improbable	Not expected and would only occur in exceptional circumstances.

Consequence	Description
Catastrophic	Fatality or multiple fatalities due to injuries. Severe illness which may prove fatal.
Major	Probable major injury as defined in the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). May affect more than one person, could have significant reputational implications.
Lost time injury	An >3 day injury, dangerous occurrence or reportable disease as defined in RIDDOR. Likely to be productivity issues and costs associated with down time.
First Aid minor	Injury resulting in an absence from work or being unable to undertake normal duties for >1 but <3 days.
None or Insignificant	Injury resulting in no absence from work or being unable to work

Risk Rating Calculation: tripping up on a piece of equipment in well-used corridor in the main office

Likelihood x Consequence = Risk Rating

Likely x Moderate - $4 \times 3 = 12$

Rating Action Bands	
Band (S x L = Band)	Action Required
(1 – 5) Low Risk	Manage for continuous improvement
(6 – 15) Medium Risk	Implement control measures or further control measure where possible to reduce risk rating to as low as is reasonably practicable
(16 – 25) High Risk	Consider stopping activities. Implement control measures or further control measures to reduce risk rating to as low as is reasonably practicable immediately

Trust Risk Assessment Band should be (1-5) Low Risk before the activity takes place or the facility is used.

6 Risk Control

Suitable and sufficient risk control measures will be identified and implemented to ensure that all risks are appropriately controlled and meet legal requirements as a minimum. All risk control measures will follow the hierarchy of risk control stated in this procedure.

Risk control measures are methods used which reduce/control risks arising from the hazard.

Control measures must take into account any relevant legal requirements which establish the minimum levels of risk control. Where additional control measures are required to reduce the risk, they should be considered according to the order in the following hierarchy of risk control which, as well as being in order of effectiveness to control risks, is also in order of the minimum amount of managerial effort required to maintain them.

Hierarchy of Risk control	
Eliminate the risk	Avoid the risk altogether by removing the hazard or no longer undertaking the activity.
Substitute the risk	Reduce the risk by replacing the hazard or activity with one which entails a lower risk.
Control the risk (Physical)	Control the risk by physical isolation or separation of people from the hazard.
Control the risk (Procedural)	Control the risk by procedural methods which are understood and effectively implemented; safe systems of work, information, training, instruction, supervision, SOP etc
Protect the individual	Protect the individual by the provision of personal protective equipment

When considering additional control measures it should be ensured that they will not introduce any new hazards.

When the control measures have been identified and agreed they must be prioritised, placed into an action plan and implemented. The action plan needs to be clear about exactly what needs to be done, when and by whom.

The implementation of the action plan must be monitored and subsequently reviewed to ensure that the remedial actions identified have been, and continue to be, adequate, appropriate and implemented.

7 Communication

Relevant information identified in the risk assessment regarding the hazards, their associated risks to health and safety and the appropriate risk control measures must be effectively communicated and be readily accessible to, employees and others as appropriate.

All Trust activities and buildings must be risk assessed using the Trust Risk Assessment form. This must be copied (the copy will be held in the Main Office) with the original risk assessment being retained at the activity or facility. If the risk assessment is updated then a new copy must be taken.

8 Record Keeping

Risk assessments and associated documents must be kept for a minimum period of 4 years from the date which they are superseded as they may be required in the event of a litigation claim for compensation (note that claims for compensation can, generally, be made up to 3 years from the date of the incident occurring). It should be noted that risk assessments which relate to the use of substances may need to be kept for 40 years, in order to trace exposure to substances which are known to have ill health effects e.g. asbestos.

9 Monitoring and Review

The risk assessment and control process is not a one-off activity but part of the process for continuous improvement and should be reviewed and revised as appropriate.

Risk assessments must be reviewed

- if there has been a significant change in the matters to which it relates
- if there is reason to suspect that it is no longer valid
- at least annually

10 Review of Policy

This policy will be reviewed on a three yearly basis or at an earlier date if changes are required due to risk assessment review or changes in government legislation or advice.

Appendix one: Hazard check list

	Hazard	
1	Adverse Weather	
2	Asbestos	
3	Biological Agents	
4	Chemical Use	
5	Cold/Hot Surface	
6	Collision	
7	Compressed Air Use	
8	Confined Spaces Entry	
9	Construction Site Visits	
10	Goalposts	
11	Driving	
12	DSE Equipment	
13	Dust/Vapours	
14	Electrical Equipment	
15	EMF Generators	
16	Excavations	
17	Fire/Emergency	
18	Hot Work	
19	Sports equipment	
20	Lack of Training	
21	Lack of Welfare Facilities	
22	Ladders/Steps	
23	Lifting Operations	
24	Lone Working	
25	Low Lighting	
26	Magnetic Fields	
27	Manual Handling	
28	Noise/Vibration	
29	Non Ionising Radiation	
30	Operating Plant or Equipment	
31	Poor Posture	
32	Poor Signing	
33	Scaffold Use	
34	Slippery surface	
35	Special Risk Areas	
36	Stored Energy	
37	Struck against/contact with	
38	Struck by/Crush	
39	Traffic	
40	Trailing Cables/Leads	

41	Uneven Ground or Floor Surface	
42	Unsafe Structure	
43	Vacuum Equipment	
44	Violence	
45	Working at Height	
46	Working Near Water	
47	Working Platforms	
48	Working with Public/Others	

Appendix Two Regulations requiring risk assessment

Work Activity	Regulation and Guidance
Work in Confined Spaces: e.g. under floors, in roof spaces, in tanks	Confined spaces Regulations 1997 http://www.hse.gov.uk/pubns/indg258.pdf
Work at Height: e.g. work from ladders, on roofs, on mezzanine storage areas	Work at Height Regulations 2005 http://www.hse.gov.uk/pubns/indg401.pdf
Work with Noisy and/or Vibratory Equipment: e.g. performances and events, bar work, use of vibrating tools and equipment.	L108 Controlling Noise at Work http://www.hse.gov.uk/pubns/books/108.htm Control of Vibration at Work Regulations 2005 http://www.hse.gov.uk/pubns/books/l140htm http://www.hse.gov.uk/pubns/books/l141.htm
Work with Work Equipment: e.g. Higher risk equipment such as woodworking equipment, workshop equipment, scientific equipment	L22 Provision and Use of Work Equipment Regulations 1998 http://www.hse.gov.uk/pubns/books/122.htm
Work which involves the use of Personal Protective Equipment e.g. Respiratory Protection, fall arrest equipment	L25: Personal Protective Equipment at Work http://www.hse.gov.uk/pubns/books/125.htm
Manual Handling, refer to specific regulations if manual handling activities involve unusual loads (heavy or difficult activities) or where they are very frequently undertaken.	L23 Manual Handling Operations Regulations 1992 http://www.hse.gov.uk/pubns/