

Risk Assessment Policy

Version Control

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1.0	Initial version	Richard Clegg	04/01/2024
1.1	Annual review of document	Richard Clegg	02/01/2025
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Risk Assessment Policy

Policy Statement

The Company recognises its obligations to comply with all legal requirements concerning the Management of Health and Safety at Work Regulations 1999, which make it a legal requirement to produce a written risk assessment for all hazards, to determine what measures need to be taken to protect the health & safety of employees/subcontractors/delegates.

These must be renewed at regular intervals, e.g. annually or immediately if circumstances change.

1. Introduction/Definition

- Under the Management of Health and Safety at Work Regulations 1999 (MHSWR), the employer must assess risks to the health and safety of employees and others.
- The purpose of the assessment is to identify action necessary to comply with legal requirements, making suitable and sufficient assessments of risks, arrangements for the effective planning, organisation, control, monitoring, and review of the preventive and protective measures.
- Although the phrase "risk assessment" may conjure up images of a complex process of judgement, based upon skilled technical knowledge, the assessment is in fact nothing more than a careful examination of what is likely, in the workplace, in the clinical area or across the organisation, to cause harm to clients, staff, visitors or anyone else who could be affected by our activities. In addition, risk assessment will identify risks to the organisation in being able to meet its operational and financial objectives whilst maintaining a quality service. From this information Inovra can then weigh up whether there are sufficient precautions in place, or more needs to be done to prevent that harm/threat materialising. The primary aims are to make sure that Inovra remains a viable organisation fit for its purpose, that no person suffers harm due to conditions in the workplace, or as part of their working practice. We can take decisions, provide guidance, and apply protective and preventive measures to assure ourselves that systems are in place to create a safe environment and meet its operational obligations.

2. Identification of Risks

- Risks are primarily identified through the risk assessment process, however they can be identified through a number of other avenues. i.e. incident reports and reports issued by external bodies.
- Organisational risks are identified through threats to the operational performance of Inovra and through failure to meet contractual targets. Any risk identified should be reported to the Director.

- The aims of Risk Assessments are to identify what potential or actual risk employees and others face when accessing the services provided by reviewing the following areas:
 - Training and Supervision
 - Written Protocols and Guidelines
 - Complaints
 - Induction of staff
 - Equipment
 - Incident Reporting
 - Risk Assessment
- Local ownership of the assessment is essential in identifying potential or actual risks for which measures can be put in place to remove or reduce the likelihood of occurrence.

3. Aims and Objectives

1. To ensure compliance with relevant legislation, particularly the requirements of the Management of Health and Safety at Work Regulations (1999).
2. To undertake a suitable and sufficient assessment of all workplace risks, identifying hazards and judging the level of risk.
3. To eliminate or reduce, as far as reasonably practicable, all unacceptable risks by the implementation of appropriate alternatives or control measures.
4. To record and review assessments at an appropriate frequency.
5. To provide suitable information, supervision, and training to enable effective risk assessments to be carried out.

3. Responsibilities

- Directors

The Directors of Inovra Group have the overall responsibility, statutory and operational, for managing health and safety.
- Consultants/Tutors
 - i. Will ensure that an assessment of risks for the areas under their control is performed.
 - ii. Actions are identified and implemented.
 - iii. The results of the risk assessment are documented and kept.
- All Staff, including Contractors
 - i. Will ensure that they participate as requested in the risk assessment process and use/maintain any control measures identified as being necessary to minimise risks.

4. Arrangements

- Assessments will be recorded on the Inovra Group Risk Assessment Form in accordance with the Risk Assessment Procedure
- Copies of completed risk assessments will be reviewed and monitored on a regular

basis

- Records will be held by the company and will be available to staff for information and for audit purposes.
- All assessments for internally managed locations will be entered in the Risk Register.

5. Training

5.1 Staff/subcontractors will undertake risk assessment training.

6. Slips, Trips and Falls

- All slips, trips and falls hazards are risk assessed in accordance with this policy.
- All slips, trips and falls are reported.
- Health and Safety training will raise awareness to all staff relating to all slips, trips, and falls.

7. Risk Register

- Managers and Tutors are responsible for ensuring that risks are reviewed, and the register is updated.
- Reported risks are reported to and reviewed by the Directors on a quarterly basis.

8. Acceptable Levels of Risk

- It is accepted that it is neither realistic nor possible to eliminate all areas of risk. It is, however, feasible to develop a systematic approach to the management of risk so that adverse consequences are minimised or, in some cases, eliminated.

9. Monitoring

- The quality and content of risk assessments will be monitored on receipt by the Manager.
- All incidents related to slips, trips, and falls will be monitored as part of the quarterly report to the Directors.

Risk Assessment Procedure

Step 1

Observe the workplace overall and then systematically address individual areas including processes and equipment.

Step 2

Decide who is likely to be harmed and how.

Step 3

Evaluate the risks arising from the hazards and decide whether existing precautions are adequate or not.

When you have assessed the need for action, it is then necessary to address the question of controlling the hazard.

- **E: Eliminate** - Can the hazard, product, or process be eliminated completely?
- **R: Reduce** - Can the level of exposure to the hazard be lessened, or can a less hazardous substitute be used?
- **I: Isolate** - Can clients/staff be isolated from the hazard, or can the hazard be isolated from the clients/staff?
- **C: Control** - Can the hazard be controlled by:
 - a) Methods of work/Procedures
 - b) Training
 - c) Information
 - d) Instruction
 - e) Supervision, or
 - f) Provision of protective equipment?

Step 4

Record your findings on the risk assessment form. Using the risk assessment matrix, categorise the risk factor to provide an indication of significant risks that need urgent attention.

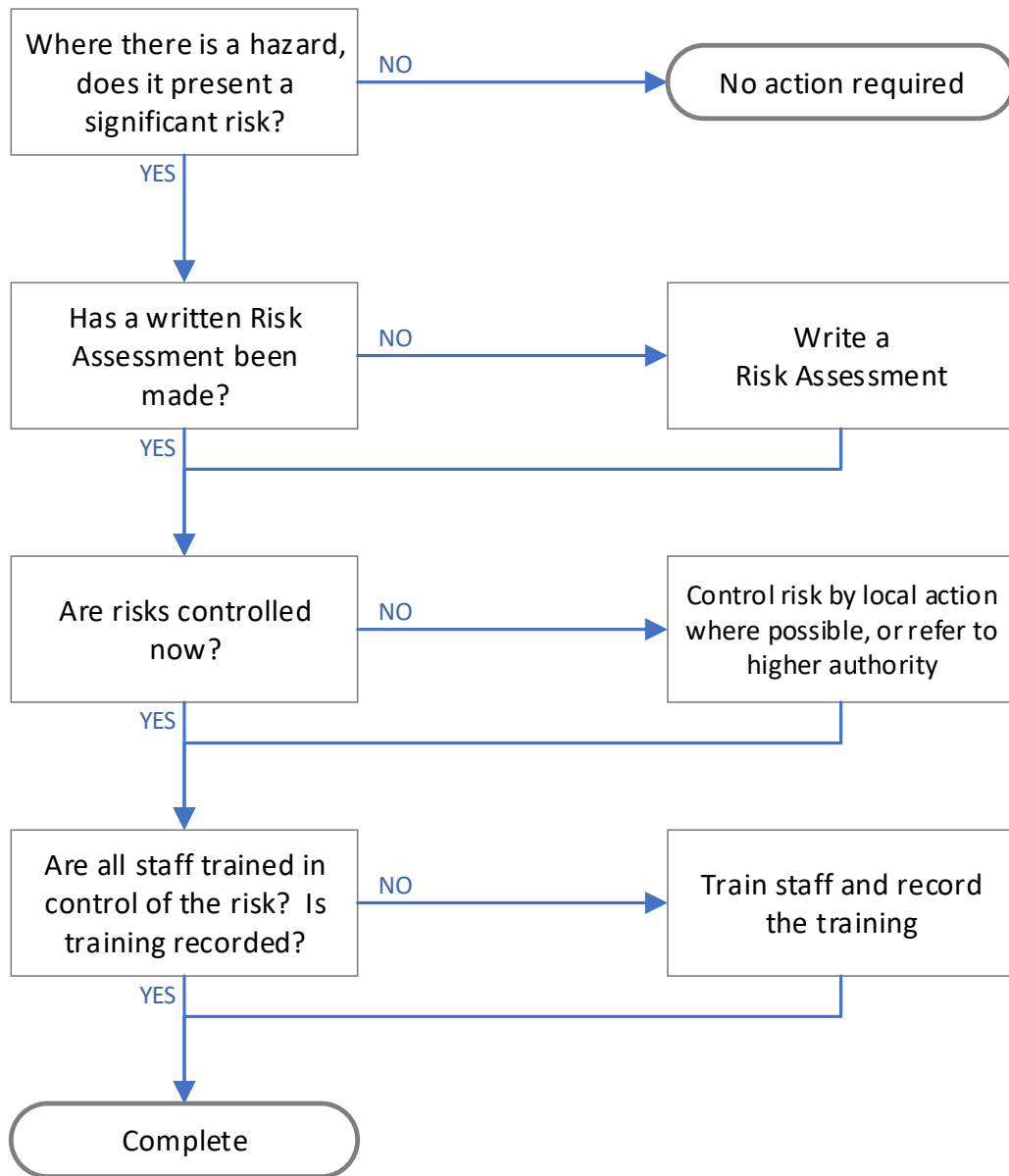
Record control measures to be taken to eliminate/reduce the risk.

Step 5

Review the assessment regularly, especially when new staff, new equipment or new methods of work are introduced, at a minimum of three-monthly intervals.

Revise if necessary. In any event all risk assessments must be reviewed annually, and evidence recorded that this has in fact taken place.

Risk Assessment Process



Ongoing Activity

