

HEALTH AND SAFETY RISK ASSESSMENT POLICY

BADGER GROUP

Badger House 121 Glover Street Birmingham, B9 4EY

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Version Control Log (Only last 3 versions, earlier versions can be found in the appropriate Archive directory for the document)

Version	Date	Author	Description of Changes
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V1.1	Jan 2016	S Barnes	No changes
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V1.3	February 2022	S Barnes	Reviewed, no changes

Approval

Version	Name	Position	Signature	Approved Date
V1.0	Badger Executive	Executive Team		November 14

Glossary

Term	Description

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V1.4	January 2024	H Ali / S Khan	Reviewed, minor changes to headings 5.4.2, 5.4.4 & 5.5

Approval

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Glossary

Term	Description

1 PURPOSE

To ensure all Health and Safety hazards and risks are identified and controlled at Badger.

2 SCOPE

All Badger premises including those not owned by Badger and company vehicles

3 REFERENCES

- Health and Safety at Work Act
- Management of Health and Safety at Work Regulations

4 DEFINITIONS

- Hazard Anything with the potential to cause harm
- Severity The Maximum amount of damage, injury or loss
- Likelihood The possibility or chance of something happening

5 PROCEDURE

5.1 Responsibilities

Each Badger site is responsible for assessing and documenting risk assessments for their specific areas.

5.2 Generic assessments

Because of repeated activities and similar properties the use of generic assessments may be possible. However, they must be reviewed at each site to ensure any changes are considered.

5.3 Types of Risk Assessment

There are two commonly used approaches to undertaking risk assessments, the task approach and the hazard or risk-based approach.

Task approach

Planning the risk assessment process on the basis of the task undertaken has the advantage that it accurately describes the jobs that individual employees are employed to undertake. Considering a job and identifying the hazards and evaluating the associated risks offers an approach that is relevant to the employee and is cost effective. An added benefit is that the completed risk assessment can also be used as part of the training guide for each particular job.

Risk or hazard approach

This approach has the advantage of focusing on a particular aspect of all the jobs within the premises. The main advantage is that the risk assessor will be able to investigate hazards and risks one by one and thereby become familiar with the reference publications and associated safety standards. Therefore, it is more likely that a consistent approach to a particular hazard or risk will be ensured across all the employers' activities.

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5.4 Risk Assessment Steps

Use the Badger risk assessment form H&S-F-001 found on the Pool drive in Badger QMS, FORMS, HEALTH AND SAFETY FORMS. The form that needs to be used can be dependent on the subject. A specific form should be used for:

- New and expectant mothers
- Chemicals or biological agents (Control of substance hazardous to health)
- Manual handling
- Display screen equipment

5.4.1 Look for hazards

Identify the hazards in the workplace of activity. Ignore trivial risks and focus on the significant risks and hazards that could result in serious harm or loss. Some common hazards may include:

- Slips, trips and falls
- Violence or lone working
- Manual handling
- Use of display screen equipment
- Vehicles
- Falls from height
- Chemicals
- Machinery
- Lifting equipment
- Damage to the building.

This list is not exhaustive,

5.4.2 Identify who might be harmed & why

Identify the persons to be harmed; you should consider anyone who can be affected. High risk groups with particular requirements e.g. new and young workers, people with disabilities, new or expectant mothers; Cleaners, visitors, contractors, maintenance workers who may not be in the workplace all the time.

5.4.3 Evaluate the risks

Once the above items have been completed and identified on the attached for the likelihood and severity should be determined. The must then be entered into the risk matrix to determine a risk score.

Consider any existing control measures

- What is the likelihood of harm occurring?
- How severe will the loss or injury be?

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LIKELIHOOD of HARM 4 SEVERITY of HARM Unlikely Possible Very Very Likely Likely Unlikely 1 - Negligible Low Low Low Low Low 2 - Slight Medium Low Low Low Medium 3 - Moderate Low Medium High High Low 4 - Severe Low Medium High High High 5 - Very Severe Medium High High High

RISK RATING = Severity x Likelihood

Likelihood

- Very Unlikely Will probably never occur
- Unlikely Don't expect it to happen but it may do so
- Possible Might happen or re occur occasionally
- Likely Will probably happen or re occur
- Very Likely Will undoubtedly happen of reoccur.

Severity

- Negligible Minimal injury requiring no time off work
- Slight Minor injury or illness
- Moderate Injury requiring medical attention or Day RIDDOR reportable
- Severe Major injury
- Very Severe Fatality or multiple injuries.

If the risk assessment scores in the medium or high zone additional controls will be necessary to reduce the risk to an acceptable level. If it is not possible to reduce the risk further the risk assessment should be passed to Badger Health and Safety Representative / Coordinator for review.

Control measures should be put in place to minimise the risk. Remember the hierarchy of control measures:

- Eliminate don't do it, don't use it
- **Substitute the hazard -** use something less harmful
- Isolate the hazard enclose the hazard; put it out of reach, guards & edge protection
- **Segregate** keep people away from the hazard, barriers and cordons.
- **Develop procedures** safe systems of work, limit exposure timeand limit the number of people at risk. **Warnings** signs, labels, notices,
- Personal Protective Equipment to be used as a last resort gloves, hard hats, goggles.

5.4.4 Record Keeping

The risk assessment must be recorded on the approved Badger form paperwork H&S-F 001. A signed copy should be available at all times in case it is requested during a visit by the Care Quality Commission (CQC), Commissioners, local authority or Health and Safety Executive Inspector.

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Assessments must be kept for a minimum of 3 years certain paperwork containing specific detail regarding asbestos or biological agents may be kept for a period of 40 years.

5.4.5 Review and revise the assessments

Assessments will be reviewed on a regular basis at a frequency to be determined by the risk assessor. The frequency of review will be based on the residual risk and the changeability of the task, or environment.

Generic assessments will be reviewed by Badger at a maximum interval of 12 months.

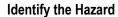
5.5 Chain of Communication

Risk assessments are live documents and will be communicated to all relevant persons by the assessor or manager. Training in the controls identified in the risk assessments will be included in Badger job specific training.

Risk assessments will also be proactively communicated to third parties as required.

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6 FLOW CHART



Anything with the potential to cause harm

Decide who might be harmed and how

How can the injury happen & who will be hurt, consider high risk groups

Evaluate the risks

Likelihood X Severity = Risk

Consider legal standards, industry standards, and best practice when determining controls.

Minimise the risk to an acceptable level as required by law

Record the assessment

Write on Badger paperwork, keep signed copies on site keep for 3 to 40 years. Communicate to anyone affected including 3rd parties

Review and revise

Determine a review schedule dependent on risk, when changes occur. Generic assessments should be review on a max 12 month basis