



HEALTH AND SAFETY RISK ASSESSMENT POLICY

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Destroy All Previous Issues

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DOCUMENT CONTROL

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

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Approval

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

Glossary

Term	Description

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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.

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?

RISK RATING = Severity x Likelihood

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

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 or 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 time and 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.

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.

6 FLOW CHART

