



## JHF Risk Assessment Guidelines

August 2019

### 1. Introduction

The purpose of risk assessment is to identify hazards and evaluate any associated risks arising from the Jack Hazeldine Foundations (JHF) activities, 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. 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. Risk assessments can also assist in the identification of requirements for information, training and supervision that may be required for the activity.

### 2. Risk Assessment Forms

Each Mentor must complete and maintain a risk assessment form (located on Upshot) for each of their mentoring locations.

### 3. Responsibilities

Staff and mentors with overall responsibility for an area of work or specific activity are responsible for:

- Completing a thorough risk assessment
  - Identifying specific risks (including likelihood and impact)
  - identifying and implementing control measures,
  - effectively communicating the outcomes to others as appropriate.
- Making suitable representation to the Senior Leadership Team (SLT) if risk assessments identify an outstanding need which cannot be completed within existing Carers' Centre resources (i.e. risks cannot be adequately controlled).

SLT are responsible for:

- Regularly reviewing that risk assessments for activities are undertaken, as above.
- Ensuring that those who are tasked with completing risk assessments within Departments are suitably trained to do so.

Trustees are responsible for:

- 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.

### 4. Definitions

For the purpose of this policy the following definitions apply:

- Risk: A risk is the chance, high or low, that a hazard will actually cause harm
- 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 (impact).
- 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.

## 5. Approach to Risk Assessment

The JHF uses the below model of risk assessment, whereby the level of risk is measured and classified as *low, moderate, significant, or high*, based on a combination of the likelihood and the expected impact.

RISK OUTCOME						
Likelihood	Consequence					
	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5	
Almost Certain 5	5	10	15	20	25	
Likely 4	4	8	12	16	20	
Possible 3	3	6	9	12	15	
Unlikely 2	2	4	6	8	10	
Rare 1	1	2	3	4	5	

The below table is used to help establish likelihood:

Type of descriptor	1 Rare	2 Unlikely	3 Possible	4 Likely	5 Almost Certain
Broad descriptors	This will probably never happen/recur	Do not expect it to happen/recur but it is possible it may do so	Might happen or recur occasionally	Will probably happen/recur, but it is not a persisting issue/circumstances	Will undoubtedly happen/recur, possibly frequently
Time-framed	Not expected to occur for years	Expected to occur at least annually	Expected to occur at least monthly	Expected to occur at least weekly	Expected to occur at least daily
Probability	<0.1 per cent	0.1–1 per cent	1–10 per cent	10–50 per cent	>50 per cent

Risk assessments and associated documents must be stored centrally on the Upshot system.

## 6. Compiling a Risk Assessment

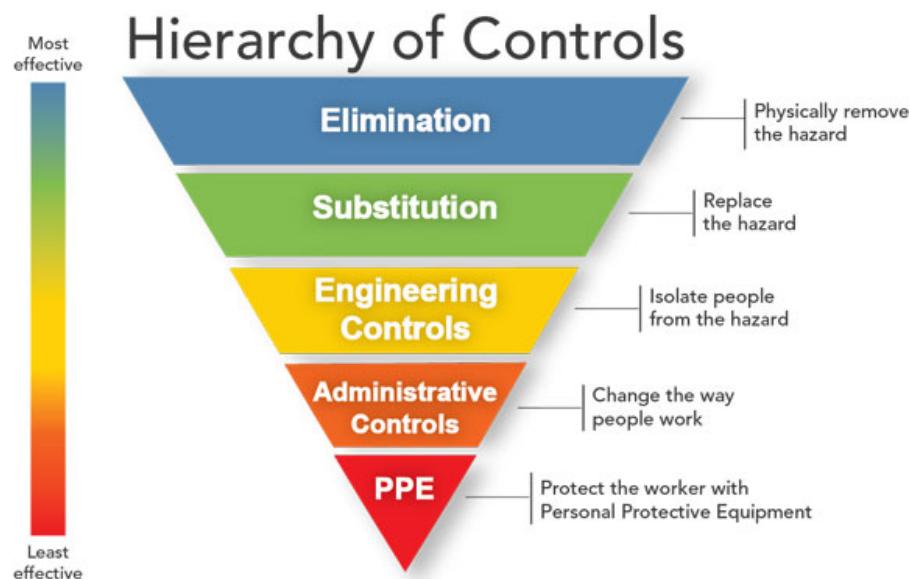
One Risk Assessment form (see template on Upshot) is to be completed per activity location, and in line with the risks of the individual mentee. The following risk assessments strategy should be adopted:

**STEP A)** Identify all hazards associated with each activity and everyone who may be exposed to the hazards. Hazards can arise from the use of materials or equipment; environmental factors; the location that the activity is carried out in; travel to/from the location; the people participating in the activity or the general public.

**STEP B)** Once hazards associated with activities have been identified, use the model to establish the number ratings of both consequence and likelihood. This should give you a risk rating of *low, moderate, significant, or high*.

**STEP C)** Identify risk control measures to ensure that all risks are appropriately controlled and meet legal requirements as a minimum. When the control measures have been identified and agreed they must be allocated to a risk owner who will oversee implementation. Where full implementation of the control measures identified cannot be achieved rapidly adequate steps may need to be taken in the interim to minimise the risk. The implementation of actions must be monitored and subsequently reviewed to ensure that the remedial actions identified have been, and continue to be, adequate, appropriate and implemented.

The below hierarchy of risk control can be used to decide on which precautions are needed to **control the risks**:



**STEP D)** Reassess the consequence of the hazardous event after risk controls have been put in place. 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.

**STEP E)** All completed risk assessments are to be emailed to Head of Programs (HOP) and stored by the Mentor on Upshot.

Where significant risks are identified, the HOP and mentor should decide together as to adequate control measures.

## 7. Monitoring and Review



The risk assessment and control process is not a one-off activity but an ongoing process. Each risk assessment should be reviewed annually as a minimum, plus in situations requiring reassessment (e.g. change of venue, change of equipment, change of difficulty, change of participant).

#### 8. Lone Working

Prior to proceeding with any lone working, staff/mentors will need to read the JHF Lone Working Guidelines and complete a Lone Working Risk Assessment Form (located on Upshot).