

Work Activity Risk Assessment Policy

Name	Work Activity Risk Assessment Policy
Summary	This policy sets out safe procedures and guidance to ensure compliance with the Management of Health and Safety at Work Regulations 1999 on the requirement for suitable and sufficient assessment of risk in the workplace.
Associated Documents	Health and Safety Policy
Target Audience	All staff of GJF
Version number	2.0
Date of this version	March 2018
Review Date	March 2021
Date of fairness test	March 2018
Approving committee/group	Health and Safety Committee
Document Lead	David Wilson (H&S)
Document Author (if different)	

The Golden Jubilee Foundation is the new brand name for the NHS National Waiting Times Centre. Golden Jubilee National Hospital Charity Number: SC045146

Golden Jubilee Foundation Values Statement

What we do or deliver in our roles within the Golden Jubilee Foundation (GJF) is important, but the way we behave is equally important to our patients, customers, visitors and colleagues. We know this from feedback we get from patients and customers, for example in "thank you" letters and the complaints we receive.

Recognising this, the GJF have worked with a range of staff, patient representatives and managers to discuss and promote our shared values which help us all to deliver the highest quality care and service across the organisation. These values are closely linked to our responsibilities around Equality.



Valuing dignity and respect

A can do attitude

Leading commitment to quality

Understanding our responsibilities

Effectively working together

Our values are:

- Valuing dignity and respect.
- A 'can do' attitude.
- Leading commitment to quality.
- Understanding our responsibilities.
- Effectively working together.

Our policies are intended to support the delivery of these values which support employee experience.

1. Introduction and policy statement

The Golden Jubilee Foundation (GJF) has statutory obligations under the Management of Health and Safety at Work Regulations to ensure that any significant risks arising from its undertakings are assessed and either removed or reduced as far as is reasonably practicable.

This policy provides guidance on the Board's risk assessment process and outlines the arrangements for identifying, evaluating and reducing workplace risks via the completion of suitable and sufficient risk assessments.

2. Scope

This policy applies to all staff of the GJF.

This policy has been written taking into consideration the needs of all diversity groups.

3. Aims and objectives

The NWTCB aims to comply with the legal requirements and professional standards regarding the management of risk and therefore the purpose of this policy is to:

- Comply with regulation 3 of the Management of Health and Safety at Work Regulations 1999 "Risk Assessment" which stipulates that "Every employer shall make a suitable and sufficient assessment of the risks to the health and safety of his employees to which they are exposed whilst they are at work and to persons not in his employment but arising out of or in connection with the conduct by him of his undertaking".
- Provide a safe working environment which, so far as is reasonably practicable, is free from the risk of harm, loss or damage;
- Assess the hazards that may cause significant risks to occur;
- Identify the measures needed to remove or reduce these risks;
- Provide guidance to management and staff on implementing these measures;
- Provide a system of recording and reviewing risk assessments.

4. Definitions

Hazard – something with the potential to cause harm, injury, loss or damage.

Risk – the likelihood and severity of that harm, injury, loss or damage occurring.

Suitable and sufficient – the assessment should be adequate and appropriate, fit for purpose and able to meet a required need. The assessment details should therefore be proportionate to the risk.

5. Assessment Process

In line with Regulation 3 of the Management of Health and Safety at Work regulations and HSE best practice, any risk assessment will follow a standard five step process. Staff involved in completing a risk assessment will therefore be required to consider the following:

Step 1: Identify the hazards

Concentrate on the most foreseeable hazards and the ones that could have the greatest impact. Hazards could be related to the workplace, the building, the environment, equipment/medical devices, substances, work methods or particular activities.

Step 2: Identify the people at risk

Consider the individuals or groups who are most vulnerable, those who work closest to the hazard

Step 3: Evaluate the risk

Detail all the existing control measures. These may be building arrangements, policies and processes, safe methods of work, maintenance checks, information, instruction, training, supervision, protective clothing, and equipment/materials. Based on these controls, evaluate whether these measures are sufficient to prevent the risk from occurring.

This evaluation is based on scoring the risk on a 5x5 matrix, with consideration given to the likelihood of the risk occurring and the severity if the controls failed.

Step 4

Record the findings

Ensure that the significant findings of an assessment are recording on the Work Activity Risk Assessment Form (Available on Q-Pulse). Ensure the assessment findings and subsequent action is communicated to anyone who may be exposed to the risk.

Step 5

Review the assessment Department managers must review risk assessments whenever there is a significant change to the working method, equipment used or competence of the persons doing the job or any other factor that may materially affect the existing assessment.

Where work practices remain unchanged all risk assessments must be reviewed and, if necessary, revised annually.

5. Roles and responsibilities

5.1 The Chief Executive is responsible for:

- Ensuring there are arrangements for identifying, evaluating and managing risk;
- Ensuring that there are arrangements in place for monitoring the management of risk, and that the Board regularly reviews the effectiveness of the policy; and
- Providing resources for putting the policy into practice.

5.2 Department Managers are responsible for:

- Identifying, evaluating and managing risk within their areas of control;
- Recording significant outstanding risks on the Datix risk register;
- Ensuring that staff are consulted with on matters relating to their Health and Safety;
- Ensuring there are sufficient numbers of trained risk assessors in their area(s) of responsibility;
- Allocating a sufficient time resource for risk assessors to attend risk assessor training and to perform their risk assessment duties;
- Ensuring that staff members do not carry out any work unless a suitable and sufficient assessment of the risks has been carried out and the necessary steps have been taken to adequately control the risk;
- Ensuring that all staff are aware of this policy, understand its content and those of local and associated procedures;
- Ensuring that employees are aware of their responsibilities with regard to risk assessment;
- Ensuring that risk assessments are reviewed regularly and in response to changes in procedures, equipment, location, and type of personnel, legislation or other external requirements. Reviews should also be carried out in response to incidents or near misses;
- Ensuring that staff groups and individuals identified as being at risk are given appropriate information, instruction, training and supervision;
- Monitoring the effectiveness of risk control measures through an effective system of reporting, investigating and recording incidents.

5.3 Employees are responsible for:

- Taking reasonable care of themselves and others who may be affected by their actions;
- Co-operating by following rules and procedures, identified through the risk assessment process, designed for working in manner which controls risk to as low a level as is reasonably practicable;
- Reporting all incidents (including near misses) that did or could result in loss, injury or damage;
- Informing managers/colleagues/risk assessors of any new risks/hazards encountered during the course of their employment

- Taking part in, and implementing, training designed to meet the requirements of the policy; and
- Informing their managers if they suspect that systems in place for the assessment of control of risks are ineffective or inadequate.

6. Information, Instruction and Training

The Department Manager will nominate staff members for risk assessor training. The number of risk assessors required in particular areas will depend on the nature of the work and the location (s) of the workplace.

The Department Manager must inform staff of the following:

- The findings of the risk assessment for any work activity in which they are involved;
- The dangers and risks, whether to themselves or anyone affected by the activity, arising from their work;
- Any precautions to be taken;
- What to do in the event of an emergency;
- How and when to report incidents and near misses.

7. Risk Registers

Once a risk assessment is completed, the Department Manager may still feel that the residual risk rating is too high. This will depend on circumstances but it is likely to be the case if the score is 12 or higher. If this is the case, details of the risk need to be recorded on the relevant department's risk register. The Clinical Governance Department will then be responsible for overseeing the risk registers and for communicating the risk registers to the Board.

8. Monitoring and review

The Health and Safety Committee shall ensure that this policy is reviewed once every three years or after:

- a) Any significant changes in working practices
- b) Any changes in statutory legislation or Board requirements
- c) An incident occurs that requires improvement in practice.

Work activity risk assessment form

Title (activity being assessed)			
Reference		Date:	
Assessor (handler)		Manager:	
Ward/department		Exact location	
Description of risk			<i>List all hazards associated with the activity – e.g. physical hazards, machinery, electricity, working at heights, unsafe practice, substances, access, adverse clinical events, equipment, vehicles, etc</i>
People Involved/at risk			<i>Identify the people at risk, e.g. nursing staff, estates, patients/guest/visitors, etc and the likely numbers exposed</i>
Control measures			
List any measures, under the headings provided, that are in place to stop this risk occurring/minimise its effect:			
<u>Management arrangements</u>			
<u>Information/instruction/training</u>			
<u>Physical controls</u>			
<u>Personal Protective Equipment (PPE)</u>			

Contingency

List any measures that are in place to deal with this risk should it occur?

Occupational Health department available for advice and support.
 Suitable and sufficient arrangements for first aid provision.
 Adverse incident reporting system and procedure to be complied with.

Grading this risk - In order to grade this risk it is necessary to follow 3 steps

Step 1: Identify the **likelihood** of this risk occurring using the Likelihood Definitions

Step 2: Determine the **Consequences/impact** of this risk using the Consequence/Impact definitions

Step 3: Multiply the likelihood criteria x impact/consequences criteria to arrive at a **Risk grading** for this risk

Current Control Measures (please tick appropriate box)	Require strengthening	Satisfactory
---------------------------------------------------------------	------------------------------	---------------------

With these controls, are the risks at a level that is as low as reasonably practicable? (Circle Y or N)	Yes	No
----------------------------------------------------------------------------------------------------------------	-----	----

If no - complete Risk Control Action Plan

Risk control action plan (complete if further control measures required)	Priority (High, Med, Low)	Responsible	Start date	Due date	Cost (C- capital R- revenue)	Date completed

Target rating – identify the risk rating achievable by undertaking the actions above

Likelihood of Occurrence/Consequence/Impact	Negligible (1)	Minor (2)	Moderate (3)	Major (4)	Extreme (5)
Almost Certain (5)	Medium (5)	High (10)	High (15)	V. High (20)	V. High (25)
Likely (4)	Medium (4)	Medium (8)	High (12)	High (16)	V. High (20)
Possible (3)	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely (2)	Low (2)	Medium (4)	Medium (6)	Medium (8)	High (10)
Rare (1)	Low (1)	Low (2)	Low (3)	Medium (4)	Medium (5)

Circle box to indicate grade of risk

Can the Risk Control Action Plan be implemented locally? (circle box)	Yes	No	In part
------------------------------------------------------------------------------	-----	----	---------

Risk Assessor 1: (Print Name)	Signature:	Date:
Risk Assessor 2: (Print Name)	Signature:	Date:
Line Manager/Deputy (Print Name)	Signature:	Date:

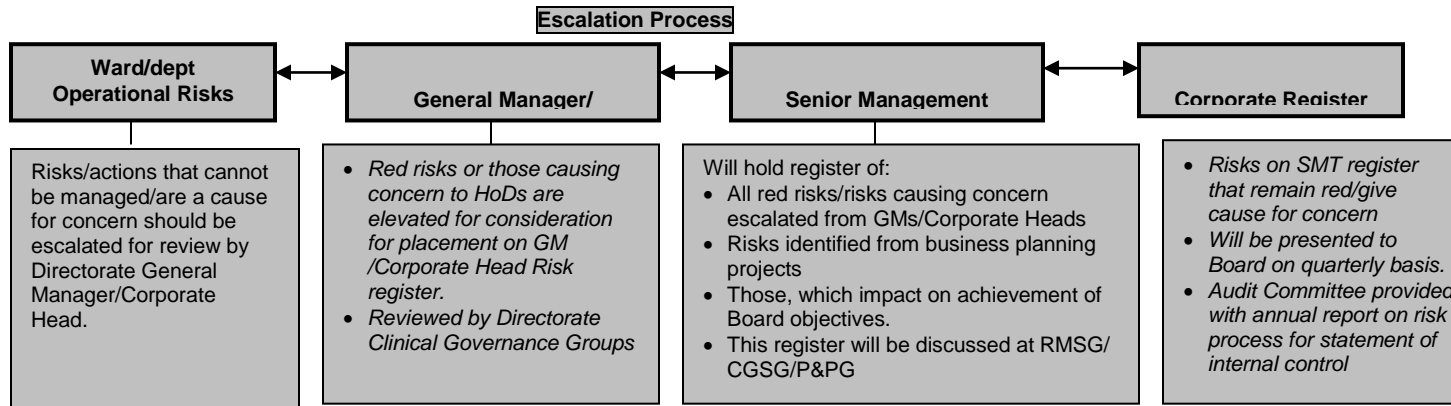
Send copy of completed Risk Assessment to Line Manager for inclusion on the ward/department/Directorate Risk Register

Date sent:	Line Manager name:
-------------------	---------------------------

Review date							
--------------------	--	--	--	--	--	--	--

Initial							
---------	--	--	--	--	--	--	--

Risk outcome (Please tick)	Risk Control Plan completed risk reduced		Risk Control Plan completed risk removed		Risk Control Plan not being implemented, risk accepted	
	Risk Control Plan partially implemented, residual risk accepted		Risk as low as is reasonably practicable, risk accepted		Risk Control Plan partially completed, outstanding actions transferred to next year	



When action has been escalated, detail on Datix the 'Risk Type' as Operational, GM/CH, SMT or Board

Appendix 2

How should the Work Activity Risk Assessment be completed?

Reference Number

This identifies the number of the work activity assessment, e.g. RA001, RA002, RA003, etc.

Description of risk

Enter a clear description of the work activity being assessed, e.g. repair/maintenance of jet washers, use of fork-lift truck, repair/maintenance of hoses, etc, and identify the significant hazards arising from the work activity being assessed.

Information can be gained from observation, questions and discussion with other workers, causes of previous accidents, etc.

It is important that when considering hazards that it is not just the physical environment that is considered but also the influence individuals, including staff, customers and others, have on the issue.

Examples: -Working at height; Contact with electricity; Poor housekeeping; Manual handling.

People involved/at risk

This identifies the people at risk. E.g. staff, visitors, contractors.

Control Measures

Management Arrangements

This section lists the management arrangements in place for managing the risk.

Examples: - Refer to Safe Working Practice for working at height; Monitor compliance with safe working practice.

Information/instruction/training

This section lists the information, instruction and training that is given to employees to manage the risk.

Examples: -Induction training given; Weekly health and safety briefing given; Training given on use of Safe Working Practice.

Physical Controls

This section lists the physical precautions in place for managing the risk.

Examples: -Proper access equipment used when working at height; Use of residual current devices on all electrical equipment; Signage

Personal Protective Equipment (PPE)

This section lists the personal protective equipment in place for managing the risk.

Examples: -Gloves; Safety footwear; Eye protection

Contingency

This section lists any measures in place to deal with the risks should it occur.

Examples: On site Occupational Health Department; first aid provision; adverse incident reporting system

Grading the risk

The risk assessors should refer to the Risk Rating Chart and decide on a numerical value for the Likelihood of the Risk occurring.

There is no definitive measure; this relies on your judgement taking into account the potential for injury in those particular circumstances.

The risk assessor must then decide whether the current control measures require strengthening or whether they are satisfactory.

If they are satisfactory then the assessor can proceed directly to the signature section. If they require strengthening, then the risk assessor should proceed to the risk control action plan.

Risk Control Action Plan

The risk assessors should decide on any additional control measures, which can reasonably be taken to further reduce the degree of risk involved.

These could include: -

The writing of a new Safe Working Practice; Training required; Personal protective equipment required; Additional monitoring to be carried out; Guards required for machinery; Access equipment required.

The priority level attributed to each of the control measures, i.e. High, medium, or low, should be identified following the risk grading using the risk rating chart.

The risk assessors should decide on who should action the additional measures and enter the name of the person in the 'Responsible' box.

A target date for completing the additional measures should be agreed between the risk assessors and the person identified to action them and this date entered in the Target date box. The date must be a realistic one that gives sufficient time for the measures to be implemented but should not be too generous leading to unnecessary delay.

When the additional measures have been implemented the date should be entered in the Completion date box.

Authorising signatures

The risk assessor/s and line manager must sign and date the assessment.

It is then the responsibility of the line manager to include the assessment onto the relevant risk register.

Review Date

All risk assessments must be reviewed at least once a year and the review date must be entered in the Review date box along with the initials of the reviewer.

Risk assessment must also be reviewed if: -

- There is a significant change in the work activity
- Accident reports suggest a need for review
- New legislation/guidance affecting the work activity
- New or inexperienced staff
- New equipment
- New work process

Risk outcome

Tick the relevant box to indicate the current status of the level of risk. This can be altered in line with the annual review.