Risk Assessment Statement

The Write Time takes its responsibilities for health and safety seriously. The Write Time's senior management regards health and safety as a strategic management issue. This risk assessment policy fits into the health and safety strategy that has been developed by The Write Time and is to be read in regard to the Health & safety Policy and the other relevant procedures.

Why do we need to assess risks?

The law states that as an employer The Write Time must provide a safe working environment for its employees that will additionally not cause ill health and adequate welfare facilities are also provided. This minimum standard is referred to as an employer's general duty under S2 of the Health & Safety at Work Act 1974.

This duty was added to under the provision of the Management of Health and Safety at Work Regulations 1999, which introduced the requirement for an employer to conduct risk assessments (to meet their general duty in the 1974 Act). A risk assessment is nothing more than a careful examination of what, in your workplace and / or activities in your workplace could cause harm, injury or damage. Therefore an employer has to identify possible hazards and apply reasonable precautions which should prevent the severity of the harm, injury or damage. Once the Hazards are identified they can be converted in to risks by using the following method,

a. **How likely is the hazard going to cause harm?**

b. **What will be the consequences if that harm did occur?**

The Write Time's risk management is a continuous and developing process which runs throughout the organisation's strategy and the implementation of that strategy. The aim of the strategy is to make sure that no one gets hurt, becomes ill, or organisational property damaged.

The strategy is only effective when all levels of the organisation work together translating the strategy into tactical and operational objectives, assigning responsibility throughout the organisation with each manager and employee responsible for the management of risk as part of their job description. It supports accountability, performance measurement and reward, thus promoting operational efficiency at all levels.

Definitions
The following definitions are used to assist those involved in risk assessment:

Control
A control is safeguard which is applied to mitigate the seriousness of the consequence of a hazard or to reduce the likelihood of the hazard causing harm

Hazard
A hazard is something, which has the potential to cause injury, illness or harm, for example:

- Hazardous substances, as they can cause burns to the skin and injure the lungs if inhaled
- Sharps objects, have the potential to cause injury and transmit infection if they puncture the skin after being injected into another person

Risk
Risk is the likelihood that a hazard will have an adverse outcome with a consideration of how bad the outcome is likely to be, for example:

- Hazardous substances left in a place accessible to inquisitive children.
- Staff operating equipment for which they have not been trained upon, which improper use may cause injury.

Risk Assessment
Risk assessment is the calculation of the likelihood of a hazard (in the work environment) causing harm multiplied by the severity if the hazard did cause harm.

Risk assessment of individuals
Assessments of individuals are carried out by managers on their staff work practices and role requirements, e.g. handling and lifting (also see lone working policy).

General Risk Assessment
General risk assessments are assessments of specific processes or situations, as opposed to individual persons. This document refers to how these assessments are conducted. It is just as important that these assessments are kept up to date and made available to everyone who needs to know about them. However, review periods will normally be longer than individual assessments, which are reviewed more frequently.

NOTE: The term 'general risk assessment' may be misleading as perhaps it implies that one assessment considers all risks in an area, whereas in fact there are probably many general risk assessments. The term 'general' refers to the nature of the assessment.

Building / Site Risk Assessment
Building / Site assessments are assessments of specific places as opposed to individuals or situations. These are conducted in a wider context than affecting just one individual but take to account the access of the public to a site or building.

A building or site risk assessment is made up of a collection of assessments including a fire risk assessment, a first aid risk assessment, an individual risk assessment and a general risk assessment (i.e. an activity within a building or site).

Sam Murray will conduct annual whole-business QA audits, in conjunction with the MD.

All Staff
All Staff have a responsibility for managing those risks, which they can and should manage. Acting within their level of competence all staff will manage a situation as it arises. Only as it develops beyond their ability to deal with it will they need to refer to their line managers. However, it is always good practice to keep managers informed of developing situations. When they are managing a risk they should communicate the risk and action taken to those who may be affected by it. For example, staff may identify risks from being in a private 1-2-1 situation with a client; they must ensure that this information is communicated to anyone else who will be in a similar situation.

Everyone has a responsibility to share information about risk as part of a risk assessment. This can include:

• Identifying a risk and informing their manager that they believe a formal risk assessment is necessary.

• Sharing information during formal assessments to establish the level of risk
(e.g. how frequently a risk arises and the potential or actual outcomes)
• Making suggestions to managers on how risks could be reduced
• Keeping themselves informed of local risk assessments by reviewing the risk assessment file held locally.
• Acting in accordance with the findings of an assessment

Risk Assessment Process (5 steps)
• Identify the hazards
• Decide who may be harmed and how
• Evaluate the risk and decide upon precautions.
• Record your findings
• Periodically review the assessment and update if necessary

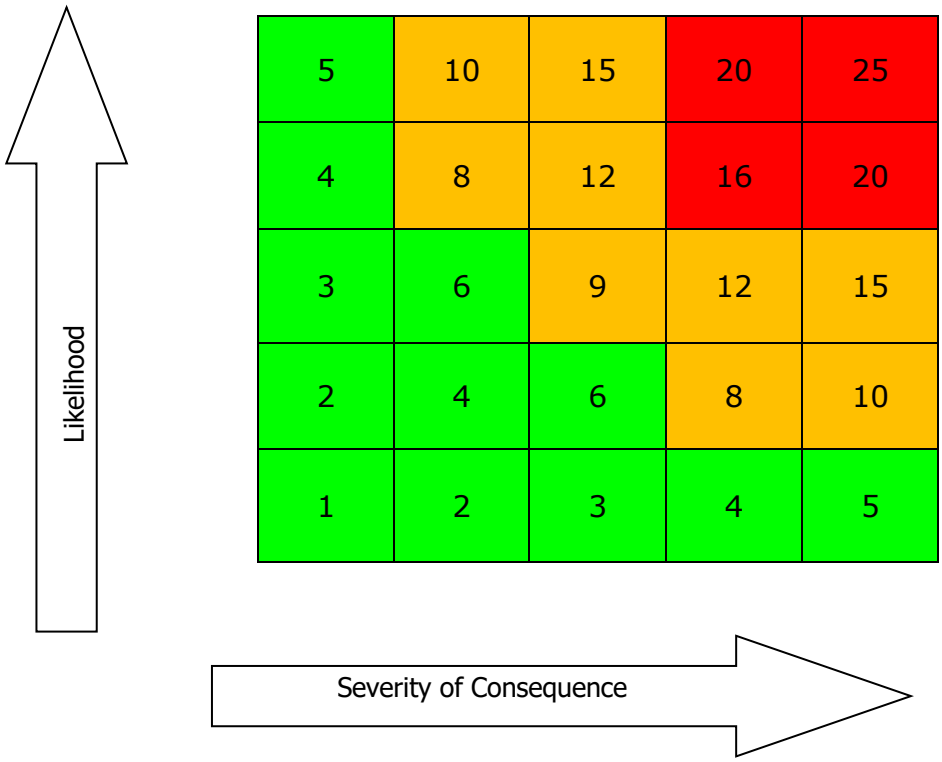
Sign off
The person responsible for the action and the accountable manager must be recorded on the assessment form.

The RA form can be found as a template on the company drive/TWT 2020-2021 Policies/Non Core

Risk Profile

The result of the risk assessment process can be used to produce a risk profile which gives a significance rating to each risk and provides a tool for prioritising risk treatment efforts. This ranks each identified risk so as to give a view of the relative importance. This process allows the risk to be mapped to the business area affected, describes the primary control procedures in place and indicates areas where the level of risk control investment might be increased, decreased or reapportioned. Accountability helps to ensure that 'ownership' of the risk is recognised and the appropriate management resource allocated.

Likelihood and Consequences chart



When the risk analysis process has been completed, it is necessary to compare the estimated risks against risk criteria which the organisation has established. The risk criteria may include associated costs and benefits, legal requirements, socioeconomic and environmental factors, concerns of stakeholders, etc. Risk evaluation therefore, is used to make decisions about the significance of risks to
the organisation and whether each specific risk should be accepted or treated.

Risk Assessment Policy

The Write Time's risk assessment policy establishes its approach to risk management, the policy also sets out responsibilities for risk management and risk assessment throughout the organisation. The policy refers to any legal requirements where necessary. The Health & safety requirements for The Write Time requires additional Policies & Procedures to work in tandem with this policy, i.e. Lone Worker Policy, Slips trips and fall procedures. The risk management process is an integrated set of tools and techniques for use across the organisation. To work effectively, the risk management process requires:

- Commitment from the chief executive and SMT of the organisation
- Assignment of responsibilities within the organisation
- Allocation of appropriate resources for training and the development of an enhanced risk awareness by all employees, contractor, visitors and additional stakeholders.

Responsibilities

The Managing Director has overall responsibility for Health & Safety. Sam Murray (Head of Quality) is the competent person for the day-to-day co-ordination and management of Health & Safety issues. At each The Write Time site a delegated staff member will be responsible for day to day health and safety at the site.

Each staff member has responsibility for the completion of risk assessment within their areas of responsibility and for ensuring that the appropriate level of resources and commitment are employed in this process.

Managing Director is responsible for monitoring the results of risk assessments and have a part to play in allocating resources to manage the risks, which cannot be managed locally. This will include:

- Training sufficient numbers of local risk assessors for their area, or attend the training themselves, if they chose to carry out their own assessments.
- Allow sufficient time for risk assessors to conduct adequate assessments
- Consult and **involve** with staff and their safety representatives during the risk assessment process.
- Endorse assessments, with or without alteration.
- Agree local action plans to remove or reduce risks identified during the risk assessments.
- Refer risks to the appropriate senior manager or committee where they cannot be managed locally.
- Make temporary adjustments and keep staff **and their representatives** informed of progress in managing risks that cannot be fully managed locally
- Review assessments if there is reason to suspect that it is no longer valid or there has been a significant change.
- Identify any member of staff, who is considered to be especially at risk.

All Employees have a duty to cooperate with their managers and local risk assessors when they are conducting risk assessments. They are also responsible for cooperating with their managers in implementing any remedial action to reduce the risk. Failure to cooperate is a serious matter as this can place the employee and possibly others at risk. Failure to comply with reasonable Health and Safety requests will be addressed using the disciplinary procedures.