

CAERPHILLY COUNTY  
BOROUGH COUNCIL

DRAFT HEALTH AND SAFETY  
RISK ASSESSMENT POLICY

**June 2008**

Issue 2

## Contents

SECTION		PAGE NUMBER
SECTION 1	<a href="#">INTRODUCTION</a>	3
SECTION 2	<a href="#">POLICY STATEMENT</a>	3
SECTION 3	<a href="#">SCOPE</a>	3
SECTION 4	<a href="#">DEFINITIONS</a>	3
SECTION 5	<a href="#">LEGISLATION</a>	3
SECTION 6	<a href="#">RESPONSIBILITIES</a>	4

This publication is available in Welsh, other languages or formats on request.  
Mae'r cyhoeddiad hwn ar gael yn Gymraeg ac mewn ieithiodd neu fformatau eriall ar gais.

### **NOTE**

Wherever the designation Manager is used throughout this policy, it is taken to mean Head of Service, Head Teacher, Line Manager, Supervisor, and Officer in Charge or anyone who has a responsibility for employees through their work.

## 1. INTRODUCTION

- 1.1 This policy sets out the arrangements and responsibilities for carrying out health and safety risk assessments of work activities and workplaces.

## 2. POLICY STATEMENT

- 2.1 The Authority recognises that its employees are its most valuable resource in delivering high quality services to the community and will take all practical steps to ensure the health and safety of Authority employees, contractors and visitors to and users of Authority premises.

## 3. SCOPE

- 3.1 This policy has been agreed with the Trade Unions and applies to all employees.
- 3.2 This policy will be reviewed at least annually to ensure it is in line with current legislation.
- 3.3 The effective date of issue 2 of the policy is:

## 4. DEFINITIONS

- 4.1 **Health and safety risk assessment** is a careful examination of the workplace and/or work activities, considering what could cause harm to a person's health or cause them injury. This allows consideration of what existing controls are in place and whether anything else should be done to further reduce/control the risk.
- 4.2 **Hazard** means anything with the potential to cause harm e.g. by injury or ill health. Examples of common hazards include chemicals, electricity, working at height etc.
- 4.3 **Risk** is the likelihood that harm will occur and the severity of the harm i.e. the extent of injury or ill health, the frequency at which harm could occur and how many people may be affected.
- 4.4 **Reasonably practicable** means that you must do what you can to reduce risk but you may take into consideration the time, effort and cost of implementing the control measures. This means that where the resources needed to implement control measures are high and the resultant risk reduction would be low it may not be considered to be 'reasonably practicable' to implement these measures.

## **5. LEGISLATION**

5.1 This policy along with its supporting procedures and guidance is designed to ensure the Authority meets its legal obligations as stated in:

- The Health and Safety at Work etc. Act, 1974
- The Management of Health and Safety at Work Regulations 1999
- Topic-specific legislation requiring risk assessment to be conducted e.g. first aid, manual handling activities, COSHH, work in confined spaces or noisy work areas etc.

## **6. RESPONSIBILITIES**

N.B. All employees have a legal responsibility to comply with health and safety law and the provisions of this policy. Failure to do so could result in personal and / or corporate liability.

### **6.1 The Chief Executive Officer will:**

6.1.1 Be ultimately responsible for ensuring compliance with this policy within Caerphilly County Borough Council.

### **6.2 Directors will:**

6.2.1 Be responsible for ensuring the effective implementation of this corporate policy and associated directorate arrangements within their service areas.

6.2.2 Ensure that appropriate resources are made available for the effective operation of the policy including training.

### **6.3 Managers with responsibilities for employees will:**

6.3.1 Undertake or ensure that a competent person carries out risk assessments for all workplaces/work activities under their control. A competent person is somebody with the relevant training, qualifications and experience to carry out the risk assessment

6.3.2 Undertake or ensure that specific risk assessments are carried out where required by law e.g. display screen assessments, manual-handling assessments, COSHH (control of substances hazardous to health) assessments and personal protective equipment (PPE). Please refer to applicable health and safety policies and guidance.

6.3.3 Ensure that a plan is in place to undertake risk assessments on a priority basis and to ensure their periodic review

- 6.3.4 Ensure that the findings of the risk assessments are communicated to all employees and others (e.g. contractors etc) who may be affected by the assessment and involved in the work activities concerned.
- 6.3.5 Ensure that the findings of any risk assessments are recorded and copies of the risk assessments are kept, accessible to employees, until new assessments are produced or the assessments are revised.
- 6.3.6 Ensure actions and recommendations arising from the risk assessment are implemented and adequate resources are allocated to control risks identified.
- 6.3.7 Ensure the risk assessments are monitored and reviewed periodically, at least every two years as well as when there are any changes which may affect the validity of the assessment e.g. changes in work activity, work processes, technology or accidents, incidents, near-misses, and dangerous occurrences.
- 6.3.8 Ensure this policy is communicated to their employees.
- 6.3.9 Where required, develop safe working procedures/safe systems of work from the risk assessments
- 6.3.10 Ensure their employees comply with this policy and any associated Directorate arrangements for risk assessment derived from this policy.

**6.4 Managers with responsibility for Authority premises will:**

- 6.4.1 Ensure that a general building related risk assessment, and any necessary specific assessments, e.g. asbestos, legionella, fire etc, are undertaken by a competent person
- 6.4.2 Where required develop safe working practices/safe systems of work from the risk assessments related to identified risk control measures

**6.5 Each employee of the Authority will:**

- 6.5.1 Assist the competent person (or risk assessment team) in carrying out a risk assessment where required.
- 6.5.2 Comply with any working procedure or precautionary measure introduced to reduce or control identified risks.
- 6.5.3 Ensure their Manager is notified immediately if they become aware of anything that may constitute a hazard or create risk e.g. faulty work equipment, work processes/arrangements.

6.5.4 Ensure their Manager is made aware of any changes to work practices requiring a deviation from the agreed risk assessments/safe systems of work.

**6.6 The Corporate Health and Safety Unit will:**

6.6.1 Ensure that the risk assessment policy is reviewed at least every two years to ensure it is in line with current legislation.

6.6.2 Provide advice and information on legislation or guidance relating to risk assessment.

6.6.3 Audit compliance with this policy.

**6.7 Directorate Health and Safety Officers will:**

6.7.1 Ensure that any necessary Directorate arrangements are developed in accordance with the Corporate Policy

6.7.2 Ensure the communication of the Corporate Policy and Directorate arrangements to all managers.

6.7.3 Provide advice, information and guidance, with regards to risk assessment, to Managers as requested.

6.7.4 Consider the need to conduct a percentage of spot checks on risk assessments to ensure they are completed, up to date and that identified control measures are being followed.

6.7.5 Monitor the effective implementation of the Corporate Policy and Directorate Arrangements.

**6.8 The Occupational Health Unit will:**

6.8.1 Provide support and advice on the completion of risk assessment relating to occupational health issues where appropriate.

6.8.2 Provide advice on any health issues arising from the risk assessment process.