

Summary of Changes to Risk Assessment Policy

Document has been split in to Policy and Corporate Management Arrangements. The majority of changes made were issues around wording and clarification. Where I have stated 'small wording changes' this means things like changing 'should' to 'must', adding phrases such as 'where identified as necessary' or 'when requested', changing sentence structure, punctuation or grammar.

POLICY

Small wording changes in sections 1 and 3. In section 4 (Definitions) wording has been changed for reasons of clarity and to bring them in line with the HSE's definitions (in HSG245). There has also been a section inserted to define 'Reasonably Practicable'.

An addition has been made to section 5 (Legislation) to refer to topic specific legislation.

Mostly small wording changes in section 6 for reasons of clarity. Removal of some information from 6.3 (managers with responsibility for employees) to create a new section for 'managers with responsibility for premises'.

The requirement for policy review has been changed to every 2 years

Some changes to Directorate H&S Officer and Occupational Health responsibilities. Directorates now have to 'consider the need to conduct a percentage of spot checks on risk assessments' rather than 'carry out a percentage of spot checks' and Occupational health are now required to 'Provide support and advice on the completion of risk assessment relating to occupational health issues where appropriate'.

CORPORATE MANAGEMENT ARRANGEMENTS

Wording changes in 1.1 for reasons of clarity including large insert to 1.1.3 'Although Directorate Health and Safety Officers are likely to be competent to carry out most risk assessments, and will assist where required, it is the Manager's responsibility to ensure individuals within their Service Area are trained and competent to undertake risk assessments'. Insertion of point 1.1.5. 'The risk assessment should be dated and signed by those involved in carrying out the assessment.'

Small wording changes for clarity in 1.2 plus insertion of bullet point 'The arrangements for the provision of first aid'.

Small wording changes for clarity in 1.3, for example moved information about pupils and service users to 1.3.2 as it sits better there.

Small wording and punctuation changes in 1.4. Changed hierarchy to ERICPD as this is the one most people know and get taught on H&S training courses (based on Principles of Prevention – Schedule 1 Management Regs).

Wording changes for clarity in sections 1.5 and 1.6 plus addition in 1.6.4 of ...'either in hard copy format or electronically. It is recommended that old risk assessments should also be kept for three years in order to defend any personal or employers' liability claims',

Wording changes for clarity in 1.7 and 1.8 plus addition of 'Example generic risk assessments can also be downloaded from the Health and Safety pages on the Intranet' in 1.8.

Very small wording changes to appendices.