

Risk Management Policy Procedures and Guidelines

Healthwatch Derbyshire acknowledges the importance of risk assessment in terms of its overall management of health and safety. Arrangements will therefore be made to ensure that risk assessments are carried out throughout the range of Healthwatch Derbyshire's work activities and premises. In particular, the risk assessment process will:-

1. Identify appropriate hazards
2. Assess the risk and determine who might be harmed and how, for example staff, volunteers etc
3. Determine the likelihood of harm occurring
4. Identify appropriate measures necessary to control or eliminate the risk
5. Record findings
6. Arrange for monitoring and review.

It is the responsibility of all members of staff to ensure that the Risk Assessment Policy is fully implemented in their service and that procedures are in place for dealing with situations of serious or imminent danger.

It is the responsibility of staff members and volunteers to inform their line manager/volunteer coordinator, as soon as possible, if they are pregnant, breast-feeding or have given birth within the last six months.

Staff and volunteers should report any hazard which they believe is not adequately controlled to their line manager or volunteer coordinator to enable:

1. An initial assessment of risk to be carried out, or
2. A review of an existing assessment.

All staff and volunteers will be informed of the work-related hazards they may be exposed to and the control measures necessary to prevent harm occurring.

All employees and volunteers must ensure that they comply with any control measures identified by the risk assessment process.

Suitable instruction and training will be given to ensure that staff and volunteers are familiar with the need for implementation of control measures.

Training will also be provided for all persons given the responsibility of carrying out risk assessments.

A risk assessment must be repeated/reviewed:

- If there is any significant change in the space or the activity
- If any staff member/volunteer informs the organisation that they are pregnant, breast-feeding or have given birth within the last six months
- After no more than 12 months
- After any potentially dangerous incident whether or not an injury has occurred.

This policy was adopted by the Board of Directors on 10th October 2016 and 14th October 2019. It will then be reviewed every two years.

Date of approval: 10th October 2016.

This policy is reviewed annually: October 2019, September 2020, August 2021,

Signed by the chair:



Date: 09/08/2021