



## **Risk Assessment Policy**

### **1. Purpose**

Regulation 3 of the Management of Health and Safety at Work Regulations 1999 (MHSWR) requires that a formalised risk assessment is carried out to determine the risks associated with working operations. The assessment will need to identify risks both to employees and to any other person who may be affected.

Regulation 3(3) of MHSWR requires that risk assessments are kept up to date, which means any significant change which affects risk (e.g. a new employee, machine or work practice) should lead to a re-assessment of risk.

### **2. General Statement**

Pop Arts accepts that some of its operations may, unless properly controlled, create risks to members of staff, service users and others, and will take all reasonably practicable measures to reduce these risks to an acceptable level.

Pop Arts will take all reasonable steps to ensure that risk assessments are carried out which will detail the range of hazards associated with working operations together with any necessary remedial actions.

Any staff member who discovers a hazard during working operations should report the hazard so that the necessary remedial action can be taken.

### **3. Procedures for Dealing with Health and Safety Issues**

Any concerns raised by staff, emanating from the risk assessments, can be brought to the attention of the Trustees for more formal discussion.

Risk assessments will be carried out in the main by the relevant members of staff.

### **4. Objective**

The purpose of a safety risk assessment is to identify areas of operation and work related tasks which present a risk to Pop Arts and/ or its staff and/or service users with regard to health and safety and then to formulate priority action to eliminate these risks or reduce them to a level which is reasonably acceptable.

## **5. Risk Assessment**

- Identify potential risk
- Identify existing control measures
- Identify any residual risk
- Decide on a course of action for the residual risk

## **6. Deriving Risk Information**

Safety Risk Assessments should normally be based the following sources;

- Industry standards and codes of practice
- Experience of individuals
- Accident / incident records
- Knowledge of process / activities

## **7. Information and Training**

Staff will, where necessary, be given:

- Training to improve their knowledge of the risk assessment procedure
- Any additional detailed knowledge about how to assess risks within the working environment that they will be assessing.

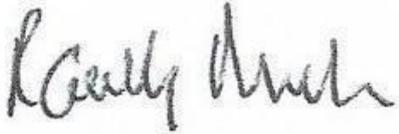
## **8. Safe System of Work**

A risk assessment must identify all hazards within the organisation's area of operations. These will occur in the following areas:

- Staff
- The current equipment and any equipment that is planned to be hired or purchased in the future
- The materials used within the working environment
- The working environment for staff, service users and others
- Current operations (i.e. whether they create a problem which could affect the quality of products and services) • Loss of process and any risks that could affect the process operations.

Once a hazard has been identified, its risk is assessed to determine how and whether it should be controlled.

## 9. Policy Review

Date approved or amended, and name.	Signed
July 2023 – Rosalie Marler	
July 2023 – Elizabeth Withnall	
July 2023 – Gemma Corby	
July 2023 – Rosamund Cummings	

To be reviewed by July 2024