



Somerset
Council

HS04 Risk Assessment Policy



Organisation	Somerset Council
Title	HS04 Risk Assessment
Author	Ian Haim
Owner	The Health and Safety Service
Protective Marking	Official – Unclassified
Primary Legislation	The Management of Health and Safety at Work Regulations 1999

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Policy on a page

This policy is aimed at all staff and managers to ensure that they recognise the real risks associated with their working environments and activities. This policy also provides guidance on recording practical solutions to ensure that everyone operates under safe working conditions.

Somerset Council (The Council) will aim to protect all employees whilst at work, and others who may be affected by work activities, against the risks associated with its working activities and environments through training and guidance on the completion of risk assessment and controls where necessary.

In order to comply with the above, this policy and associated HSG04 guidance document provides the Council's rules that must be followed, the standards to be maintained, and signposts to further guidance. It also highlights the risks to users, clients and the Council and the potential consequences of breaching this policy.

This document will be available to: **All Elected Members, Somerset Council Employees, and Volunteers.**

Key Messages

- Statutory risk assessment training is required for all managers (by way of a risk assessment e-learning module on the Learning Centre)
- A key success to a risk assessment is to engage employees and individuals that may be affected by that activity or process. Including them in the creation, review and completion of a shared risk assessment builds a positive culture as well as a better understanding of the real hazards and the measures to control the risks.
- Safe systems of work must be documented to clearly establish and communicate safe working methods for a given activity.
- The principles of risk assessment are straightforward and risk assessment training will help to build a better understanding of where and when to apply a risk assessment.
- Reviewing and managing your risk assessment and safe system of work is a key element to keeping safe in the workplace, especially following an incident or where a process has highlighted new, unforeseen risks.

This “policy on a page” is a summary of the detailed policy document please ensure you read, understand and comply with the full policy.

Responsibilities

Somerset Council will:

- Comply with *The Management of Health and Safety at Work Regulations 1999*. (regulation 3 Risk Assessments).
- Ensure it takes all reasonable steps to ensure that all employees undertake their working activities in a safe manner, using the process of risk assessment to document identified risks and the control measures to manage these risks.

Directors and Delegated Senior Managers will:

- Provide managers with sufficient information to recognise activities giving rise to significant risks.
- Require managers and supervisors to identify all situations where activities are undertaken by their staff requiring a risk assessment to be completed.
- Follow Somerset Councils policy and HSG04 guidance document.
- Ensure only persons who have received appropriate training and relevant experience and considered competent undertake detailed risk assessments.
- Ensure adequate time and training for the competent person to carry out their duties.

Managers with direct line-management responsibilities will:

- As a minimum, complete risk assessment training in the form of risk assessment e-learning modules available from The Learning Centre (TLC).
- Consult with experts and senior colleagues in the development of risk assessments or safe systems where new or updated guidelines emerge.
- Consult with employees and safety representatives in the creation, development, and outcomes of risk assessments.
- Keep written / electronic records of assessments using Somerset Councils, [Risk Assessment App](#) for corporate assessments (EEC for maintained schools).
- Regularly ensure that the control measures outlined in risk assessments are monitored, and once implemented, are effective.
- Review the relevant assessments following any injuries, incidents or change of activity.
- Ensure that risk assessments are only carried out by employees trained to conduct risk assessments, understand the hazards involved and are considered competent by their manager.
- Identify where there is a need for specific risk assessments for individuals with medical or additional needs.

Employees and Volunteers will:

- Report to management (in confidence) any personal conditions which may put them at greater risk when carrying out work activities. For example, an employee with back problems should advise their manager of their condition if they are required to conduct frequent manual handling tasks that will put them at greater risk of musculoskeletal injury.
- Ensure that they read all risk assessments and safe systems of work provided for their work activities.
- Comply with all instruction and training, especially when using equipment and machinery.
- Not put their own health and safety at risk when carrying out work activities.
- Report any issues or defects to their manager where a risk of harm becomes evident, along with any shortcomings they believe exist in the arrangements made to protect them.

The Health and Safety Service will:

- Provide regular corporate training courses for employees to ensure their competence to perform risk assessments.
- Provide competent advice and guidance on the identification and completion of risk assessments and control measures.
- Review this policy at intervals not exceeding 3 years.

Governance Arrangements

Policy Compliance

If any employee is found to have breached this policy, they may be subject to Somerset Council's [disciplinary procedure](#).

Policy Governance

The following table identifies who within Somerset Council is Accountable, Responsible, Informed or Consulted with regards to this policy. The following definitions apply:

- **Responsible** – the person(s) responsible for developing and publishing the policy
- **Accountable** – the person who has ultimate accountability and authority for the policy
- **Consulted** – the person(s) or groups to be consulted prior to final policy implementation
- **Informed** – the person(s) or groups to be informed after policy implementation

Responsible	The Health and Safety Service
Accountable	Chief Executive
Consulted	Union Group, Health, Safety and Wellbeing Steering Group (HSWSG)
Informed	All members, employees, and volunteers

Review and Revision

This policy will be reviewed as it is deemed appropriate, for instance when there is a change in statutory requirements and/or HSE guidance is revised, but no less frequently than every 36 months. Policy review will be undertaken by rolling programme established by The Health and Safety Service and agreed by the Health, Safety, and Wellbeing Steering Group.

Version History

Revision Date	Author	Version	Description of Revision
August 2012	CHSU	V1.0	Draft Revision
30/07/2013	CHSU	V2.0	First revision
25/3/2017	Fiona Packer	V3.0	Final revision
12/06/2017	Steve Dorrall	V4.0	Review and update
29/03/2018	Steve Dorrall	V5.0	Updated to include references to new B-Safe system
June 2021	Steve Dorrall	V6.0	New risk rating matrix, general wording updates
September 2022	Steve Dorrall	V7.0	F04 was updated to include residual risk scoring, additional guidance added to page 9
	Ian Haim	V8.0	Scheduled Review

Document Notification

Approval	Name	Date
Corporate Health and Safety Advisor	Daniel Thomas	
Executive Director of Resources, Strategy & Transformation	Alyn Jones	
HR Committee	Committee	