

# LLANFROTTHEN COMMUNITY COUNCIL

## Policy and procedure on risk assessment and hazard identification

### Policy statement

Risk assessments form the central strand of a self-regulated safety management system. Successful completion of them provides sound economic benefits to the organisation as well as satisfying legal requirements.

This policy is intended to reduce risks to the health and safety of employees and others who may be affected by the way in which we conduct our business.

Those involved in the risk assessment process will receive appropriate training.

### Arrangements for securing the health and safety of workers

#### Elimination of hazards

The Community Council will ensure all hazards will be eliminated, so far as is reasonably practicable. If this is not possible, the remaining risks will be either avoided or reduced to an acceptable level. The measures introduced to achieve this will follow the principles of prevention and aim to combat risks at source.

#### Assessment of risk

If hazards cannot be eliminated or risks avoided, an assessment of risks will be carried out by competent persons. The following factors will be considered during the assessment.

#### Likelihood

Whether the likelihood of the harm arising from the hazard is remote, possible, an even chance, probable or almost certain will be considered.

#### Severity

Consideration will be made of whether the severity of harm from the hazard is likely to result in:

- insignificant injury
- first-aid treatment only
- absence from work for more than three days
- a major injury
- death
- life changing illness or injury, ie permanent disability.

Reference will be made to accident book records, Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 forms, sickness and ill-health records, first-aid records and incident (near miss) records when reaching this decision.

#### Those at Risk

Individuals or groups at risk due to the hazard will be considered. This will include employees, the self-employed and any other persons. If vulnerable persons, eg young people, pregnant women, nursing mothers, those with disabilities, lone

workers and those working out-of-hours or at remote locations are likely to be exposed, additional consideration will be given.

### **Line manager duties**

Line managers must ensure:

- assessments are carried out and where relevant records are kept
- control measures introduced as a result of assessments are implemented and followed
- employees are informed of the relevant results and provided with necessary training
- any injuries or incidents lead to a review of relevant assessments
- employees always adhere to safe systems of work
- safety arrangements are regularly monitored and reviewed
- employees identified by the assessment as being at risk are subjected to appropriate health surveillance
- special arrangements are made, where necessary, for vulnerable persons.

### **Employee duties**

Employees must ensure:

- they report to management (in confidence) any personal conditions which may put them at greater risk when carrying out work activities
- they comply with all instruction and training
- their own health and safety is not put at risk when carrying out work activities
- they use equipment and machinery in accordance with instruction and training
- any problems relating to their work activities are reported to a responsible person, along with any shortcomings they believe exist in the arrangements made to protect them.

### **Information and training**

Suitable information, instruction and training will be provided to all persons involved in the risk assessment process.

Any specific information, instruction and training needs identified will be provided. A responsible person will also regularly review training needs and refresher training will be provided at reasonable intervals.

### **Responsibility**

All members of the Community Council are responsible for the implementation of this policy.

Adopted by Council: 15 November 2021

Review Date: Annually in November

Signed: *Nia Povey* (Chair)

Signed: *Huw Rowlands* (Clerk)