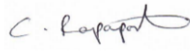




Risk Assessment Policy

Reviewed in: May 2023

Next review date: May 2024

Signed 

Chief Executive/Responsible Office: Mrs Rapaport

1 Policy Statement

- 1.1 Kids N' Action is committed to ensuring the health, safety and welfare of all of its employees and users. We will therefore promote a positive workplace culture that:
- Complies with legal requirements and follows best practice, including guidance from the Health and Safety Executive
 - Identifies the hazards and manages the risks associated with all activities.
 - Enables staff to carry out risk assessments that are accurate, understandable and consistent.
 - Manager identified risks with solutions that are reasonably practicable.
 - Sees the provision of information and appropriate training as a core element
 - Enables manager to address issues raised by staff and anyone who is affected by our services.
- 1.2 The successful implementation of this policy can only be achieved by co-operative effort at all levels within the organisation.

2. Context

- 2.1 The Management of Health and Safety at Work Regulations 1999 places a duty upon all employers to carry out suitable and sufficient assessments of the significant risks to their employees, service users, and members of the public who may be at risk due to their activities.
- 2.2 A successful health and safety management system has risk assessment as a core element. Management of risks in the workplace reduces the chances and the costs arising from injuries, illness, property and equipment damage / repair.
- 2.3 Kids N' Action is committed to provide a safe environment that is free from all reasonably foreseeable and significant risks to their employees and those affected by our activities. This policy is part of the Health & Safety Policy, with information enabling the effective management of workplace risks.

3. Responsibilities

- 3.1 The Manager is responsible for ensuring that this policy is implemented and managed effectively.
- 3.2 Manager and staff are directly responsible for following and implementing this policy. This accountability cannot be discharged by delegation.
- 3.3 Manager and staff must promote a positive workplace culture and are responsible for ensuring that:

- Hazards in the workplace are identified
- People at risk are identified.
- All significant risks at work have a valid and appropriate risk assessment carried out
- A record of risk assessments are kept
- All risk assessments are reviewed annually, following an incident or when circumstances change.

3.4 As a result, manager must ensure that:

- The results of risk assessments are effectively communicated to those affected.
- Safe systems of work and other precautions are adhered to.
- Staff are appropriately trained, and records of the training are kept
- Checks are carried out and records kept by manager, to ensure that risk assessment controls are operating effectively

3.5 All staff and volunteers must:

- Take care of their own health and safety and that of others who maybe affected by what they do, or fail to do, at work.
- Follow safe systems of work and other precautions identified in the risk assessment
- Report any changes to personal circumstances that may affect their ability to work safely.
- Report incidents and near misses to their manager / supervisor.
- Inform their manager / supervisor of potential health and safety training needs.
- Attend health and safety training agreed with manager

4. Review of the Policy

4.1 The Policy will be reviewed by the Manager every year or as changes are made to current legislation and guidance by the Health and Safety Executive.