Title of Policy:	**Risk Assessment**
Section:	**Health and Safety**

Purpose

Risk assessment is at the heart of Health and Safety, as it is the introduction of processes and procedures aimed at identifying hazards, examining their associated risks, and reducing those risks to the minimum level, thereby improving health and safety for all. This policy identifies the approach of Carers Choices and its accepted responsibilities.

Statement

A risk assessment is nothing more than a careful examination of what, in our work and environment, could cause harm to people. It enables us to weigh up whether we have taken enough precautions or should do more to prevent harm.

It is an important step in protecting workers and our businesses, as well as complying with the law. Risk assessments help us focus on the risks that really matter in our workplaces: the ones with the potential to cause harm. In many instances, straightforward measures can readily control risks. The law does not expect us to eliminate all risk, but we are required to protect people as far as is reasonably practicable. Accidents and ill health can ruin lives and affect our businesses if output is lost, machinery is damaged, insurance costs increase, or we have to go to court. There is a general legal requirement to carry out suitable and sufficient risk assessments of all activities undertaken by an organisation**. If there are five or more employees and there is a significant risk to the health and safety of those employees, or any others, the risk assessment must be recorded.**

The aim of this policy is to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees, while they are at work, through the risk assessment process and to comply with all relevant legislation, including the:

- Health and Safety at Work etc Act 1974.
- Management of Health and Safety at Work Regulations 1999.

Procedure and Guidance

To ensure that all activities are undertaken safely in accordance with the risk assessment process and that this policy is clearly understood throughout Carers Choices, we will:

- ensure that suitable and sufficient risk assessments are carried out on all risks to the health and safety of our employees that they are exposed to while at work.
- ensure that these risk assessments take into consideration persons not in our employment but who could be affected by risks to their health and safety, arising out of, or in connection with, our undertakings.
- provide such information, instruction, training and supervision as is necessary to ensure all staff undertaking risk assessments understand the process.
- ensure that adequate resources are made available to fulfil the requirements of this policy.
- review this policy at least annually, or more frequently if significant changes occur.

To fulfil our responsibilities as outlined above, we will:

- provide risk assessors with sufficient information, instruction and training to ensure that risk assessments are suitable and sufficient.
- identify all operations and activities undertaken by our employees.
- complete a detailed assessment of each activity or operation.
- review and amend, as necessary, assessments on an annual basis, when significant changes or accidents occur or when we have any reason to believe the assessment is no longer valid.

CQC Registration and Inspection Compliance

Key Questions and Quality Statements applicable to this Policy	Care Quality Commission (Registration) Regulations 2009 applicable to this Policy
Safe • Involving People to Manage Risks • Safe Environments **Well-Led** • Governance, management and sustainability	

Legislative Compliance

Health and Social Care Act 2008 (Regulated Activities) Regulations 2014 applicable to this Policy	Other legislation relevant to this Policy
Regulation 12: Safe care and treatment Regulation 13: Safeguarding service users from abuse and improper treatment Regulation 15: Premises and equipment Regulation 17: Good governance Regulation 20: Duty of candour	Health and Safety at Work etc. Act 1974 Management of Health and Safety at Work Regulations 1999

Policy Reviewed on Date of Implementation by the Following Company Officer:

Full name:

Paul Ramsden

Job Title:

CEO

Signature:

P. Ramsden