

Policy Statement

This Health and Safety Notice must be read and understood by all employees of The PCS Group

Under the Management of Health & Safety at Work Regulations 1999, employers must undertake a suitable and sufficient risk assessment of:

- the risks to the health and safety of employees to which they are exposed while at work;
- the risks to the health and safety of persons not in the company employment (learners) arising out of or connected with the undertaking.

Risk Assessment is a key element in the process of successful health and safety management. It requires employees to be proactive and actually identify risks and, more importantly, do something about them. It is a far more efficient and cost-effective method of dealing with health and safety problems than merely responding to incidents as and when they occur. Risk Assessment can identify weaknesses and, when put into action, lead to a safer, healthier, and more productive workforce. It should be remembered that The PCS Group views safety, not in terms of how much it costs but in how much it saves.

Scope

This policy covers all staff and sub-contractors of The PCS Group.

Policy Details

Risk Assessments must be undertaken on a regular basis by a suitably trained and competent person(s). Risk assessments will be logged and stored in a manner that will enable ease of reference and tracking to ensure regular updates are completed. In more complex situations the advice and assistance of specialist competent persons may be needed.

Management must ensure that the significant findings of an assessment are recorded. Any particular group at risk must also be identified. As part of the Risk Assessment process, there must be a procedure in place for the rectification of identified risks, as well as what to do in the interim between identification and rectification- The PCS Group understands that this process will differ from contract to contract, due to the individual needs of each building and location. It is the responsibility of the contract's Area Manager to ensure that all responsibilities are met.

Risk Assessments are not new, assessments have been in force in the past where employees are exposed to noise, (Noise at Work Regulations) or Hazardous Substances (COSHH). Similarly, new requirements apply for all activities involving Manual Handling operations Regulations 1992 and Display Screen Equipment Regulations 1992, both of which will require assessments to be carried out and recorded. There is no need to repeat risk assessments if valid assessments have been carried out, and appropriate action is taken, under specific regulations.

Assessments

No employee of The PCS Group may carry on any work liable to expose staff or others to risks hazardous to their health, unless a suitable and sufficient risk assessment of the risks created by that work, and of the steps needed to comply with specific regulations, have been carried out.

Anyone carrying out an assessment needs to appreciate the difference between hazard and risk:

Hazard is the potential to cause harm and is present in every work activity.

Risk is the likelihood of that potential being realised, and so the extent of the risk will be dependent on a variety of factors.

There are five steps to Risk Assessment:

- look for hazards;
- decide who might be harmed and how;
- evaluate the risks arising from the hazards and decide whether existing precautions are adequate or more should be done;
- record your findings;
- review your assessment and revise if necessary.

The Risk Assessment process needs to be tackled in a systematic, logical manner using an appropriate proforma, and by a competent person(s) who is familiar with the activity being assessed.

There is a need to determine the risk level achieved as a result of the assessment in order to determine whether any additional measures are necessary. This can be done either:

- by giving it an overall rating of high, medium or low;
- simple quantitative assessment techniques (multiplying the effects of hazards by the likelihood of their occurrence).

If existing preventative measures do not reduce the risks to a low level, then consideration must be given to additional preventative measures.

In deciding on preventative measures, the Assessor must apply the following principles:

- wherever possible avoid the risk altogether.
- combat the risks at source, e.g., if the steps are slippery, rather than install an additional handrail, treat with a non-slip surface. If floors are slippery through spills, examine the cause of the spills rather than treat the floor.
- Have adequate procedural controls in place;
- Take advantage of technological and technical progress;
- Ensure that adequate information, instruction, training, and supervision exists.
- Review the risk assessments annually and/or if work activity changes.

Training and Information

Specific training will be provided for appointed staff. This will enable them to carry out effective risk assessments.

Responsibilities

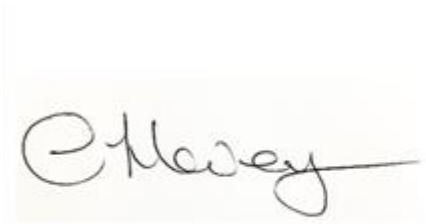
Those responsible for the successful completion of risk assessments are the Supervisor, Area Managers and higher management levels.

Frequency of risk assessments are set locally to each contract and reviews of frequency are conducted annually.

RISK ASSESSMENT POLICY

DATES

This policy was last reviewed on 31st January 2023.
The next review will be on 1st February 2024.



Catherine Hevey
PCS Administration Director



Cert No: 11012
ISO 9001, ISO 14001,
ISO 45001

ISO 9001
ISO 14001
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