



Risk Assessment Policy and Procedure

East Birmingham Community Forum (EBCF)

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1. Introduction

1.1 EBCF is committed to providing a safe environment for its staff, students and visitors. Part of this safety responsibility is in the provision and management of hazards and associated risks in our working places. All members of EBCF, their visitors and contractors, have a statutory responsibility in ensuring compliance with the law and complying with the risk assessment process as defined within this policy.

1.2 EBCF will ensure, so far as is reasonably practicable, that all risks associated with our delivery of training will be managed in compliance with Health and Safety at Work Act (HASAWA) 1974 , and any other relevant legislation that may impact upon it.

1.3 The aim of this policy is, therefore, to provide a robust fire safety framework which will be implemented to secure the safety and wellbeing of everyone within the EBCF community and to protect the EBCF's assets.

2. Policy Aims

2.1 To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities

2.2 To provide adequate training to ensure employees are competent to do their work

2.3 To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health

2.4 To implement emergency procedures - evacuation in case of fire or other significant incident.
You can find help with your fire risk assessment at: (See note 1 below)

3. Purpose

3.1 The Health & Safety At Work Act 1974 places duties on the employer to ensure that, so far as is reasonable and practicable, work is safe and without risk. This also covers persons not at work but who may be affected by the employers undertaking. In the case of AWP such persons are service users, visitors, contractors and members of the public.

3.2 The Management of Health & Safety At Work Regulations 1999 go further and require that a suitable and sufficient assessment of risk should be undertaken of all work. This is sometimes referred to as a General or Management Regulations risk assessment and looks at all aspects of work that could pose a risk to health. The purpose of this policy is to address the assessment of risk under the Management Regulations and to provide a framework for the other subordinate regulations that require risk assessments. This includes the consideration of risks arising from digital systems and data handling. In line with emerging UK cyber resilience requirements, risk assessments will also address potential cybersecurity threats, data breaches, and online harms, ensuring appropriate controls are in place to protect organisational systems and personal data.

3.3 Other legislation, notably the COSHH Regulations, the Manual Handling Regulations and the Display Screen Equipment Regulations also require risk assessments of specific areas of work. These duties are similar to the Generic Risk assessment but are detailed under other policies. There are a number of other policies that cover duties to assess risk under the Management Regulations and they include the Management of Violence and Aggression Policy, the Lone Worker Policy and the AWP Policy on the Assessment of Environmental Ligatures in Inpatient Settings.

4. Scope

4.1 This policy covers all settings and teams within EBCF without exception. Including all venues, activities undertaken by directors, staff, students and contracted workers.

4.2 EBCF (via its staff as identified above) will undertake and record all significant findings of their risk assessments, for all venues and activities undertaken within. Risk assessments must also consider the risk of harassment or inappropriate behaviour from any source, including third parties such as visitors, contractors, clients, or students. Control measures will be implemented in accordance with the Worker Protection (Amendment of Equality Act 2010) Act 2023, which places a duty on employers to take reasonable steps to prevent sexual harassment in the workplace.

5. Definitions

Risk	An uncertain event or set of events which, should it occur, will have an impact upon the achievement of objectives. Risk is a measure of the potential loss, whether personal injury, property damage or environmental impact. It can be represented as: Risk = Hazard x Probability
Risk Register	A record of the more serious (usually the highest scoring) risks within an area. In order to ensure focus on the most serious risks, risk registers should be proportionate and not an exhaustive list of all risks in an area.
Team	A team may be a ward, clinic, department, service or hospital depending on the structure established within a locality.
Risk Owner	The team/service manager or director who is responsible for managing the risk. See Section
Risk Assessor	The member of staff who is responsible for assessing the risk. This may not be the risk owner.
Risk Assessment	The evaluation of risk with regard to the severity and the likelihood of the risk event occurring.
Likelihood or Probability	Likelihood (or probability) is the chance of a risk materialising. Likelihood can range from rare to almost certain
Severity or Hazard	The extent of harm that would be caused should the risk materialise. This may range from minor to catastrophic. May also be known as the hazard
Controls	The mechanisms already in place to reduce the risk. For example policies, training, physical barriers. When actions are complete they may become then controls
Risk Mitigation	The action that can be taken to reduce the likelihood or severity of a risk
Actions	What steps you will take to reduce or eliminate the risk
Closed	If a risk has been eliminated entirely then it will be considered closed. Where a risk remains but all practical control measures are in place and the target risk score has been reached, this will be considered an accepted risk
Accepted (risk)	Risks will only be deemed accepted if they meet the criteria of an accepted risk Red risks will not be accepted.
Escalation	The reporting of a risk to a manager or a management group at the next level of the management structure, e.g. team manager to service manager, service Ownership of the risk does not transfer upwards

6. Responsibilities

6.1 Executive Management / Directors

The Directors have overall responsibility for the health, safety and welfare of all staff, service users, visitors and others within EBCF. The Managing Director is responsible for monitoring

and reviewing health and safety. Members of the Senior Management Team have full responsibility for the health, safety and welfare of all staff, visitors and others within the wards, offices etc under their specific management and will support the Managing Director in fulfilling their responsibility. All Directors have a corporate responsibility to promote a responsible approach in health and safety.

The Directors must ensure that adequate training has been provided to ensure this policy is implemented and that the content of the training is regularly reviewed to ensure it continues to provide the necessary skills and knowledge to ensure staff are able to discharge their legal duties and duty of care in accordance with current standards and best practice.

6.2 Responsibilities of the Director of Education and Skills

The Director of Education and Skills takes responsibility for ensuring that this policy is implemented within teams. The Director of Education and Skills will ensure that localities follow the policy and that all levels of management fulfil their responsibilities as described within this policy.

6.3 Responsibilities of Line Managers and Team Leaders are vital in developing and sustaining a proactive culture where personal and professional responsibility for health and safety issues is accepted by all.

Managers are responsible for:

- Ensuring that this policy is implemented within their team.
- Bringing this policy to the attention of all their staff and ensure that it is observed.
- Ensuring risk assessments are undertaken which identify potential risks and the adequacy of the systems that manage these risks.
- Ensuring risk assessments are reviewed annually or on significant change (i.e. change of use, modification of the building or after a serious adverse incident).
- Ensure the significant findings of risk assessments, required controls and recommendations are communicated to staff.
- Escalate any serious risks with service management at Team Performance Reviews (see also Section 7)
- Ensuring control measures and safe systems of work as necessary are developed and implemented and communicated to staff.
- Ensuring that quarterly inspections are carried out wherever possible in conjunction with an Accredited Health and Safety Representative or Workplace Representative.
- Ensuring arrangements which implement this policy are devised and reviewed.

6.4 Responsibilities of Individual Employees

The Health and Safety at Work Act 1974 states:

- Every employee has a duty of care for the health and safety of people at work and of other persons who may be affected by work activities.
- Employees must take care of themselves and others at work and co-operate with EBCF in the implementation of health and safety systems.
- Employees must obey the directions of their employer in matters relating to health and safety or compliance with legal duty.
- Employees must not interfere with or misuse items provided in the interests of health and safety.

Staff have a duty follow all safe systems of work, procedures and management plans in place to control risks.

Furthermore, staff must report any hazard that could give rise to new or increased risk to health and, where appropriate, take immediate compensating action

7. Approach to Risk Assessment

7.1 The directors work with staff to agree an annual programme of risk assessment for all EBCF staff to participate in.

7.2 Nominated Risk Assessors are identified to undertake risk assessments on activities to be undertaken which fall within the risk assessor's area of expertise.

7.3 The Risk Assessor then follows the 5-step approach to risk assessment as set out in figure 7.3.1 (below)



7.4 The risk assessor will complete the Risk assessment form electronically (step 5) and save the completed document to the shared folder:

7.5 The risk assessor then must communicate and allocate significant risks to risk owners, who in turn must action the recommendations of the risk assessment.

7.6 Risks should be conducted using the guidance within this policy and will follow the risk scoring matrix shown in figure 7.6.1 (below)

		Severity				
		1. Insignificant <i>No injuries or harm suffered</i>	2. Minor <i>First aid treatment required</i>	3. Moderate <i>Medical Treatment potential long term injury/harm</i>	4. Major <i>Permanent injury/ harm/ disability/ disease</i>	5. Severe <i>Fatality or life changing injury</i>
Likelihood	X					
	1. Rare My occur in exceptional circumstances	1. Low	2. Low	3. Low	4. Low	5. Low
	2. Unlikely Could occur occasionally	2. Low	4. Low	6. Low	8. Moderate	10. Moderate
	3. Possible Expected to occur occasionally	3. Low	6. Low	9. Moderate	12. Moderate	15. High
	4. likely Expected to occur regularly	4. Low	8. Moderate	12. Moderate	16. High	20. Extreme
5. Almost Certain Will happen often	5. Moderate	10. Moderate	15. High	20. Extreme	25. Extreme	

7.7 At the conclusion of the assessment an action plan will be developed to address the presenting risks.

7.8 risks from all current assessments are kept within a live H&S action plan and prioritised according to risk rather than administering each assessment separately.

7.9 The owner of each risk is responsible for updating their risk.

7.10 Any risks identified as significant may require addition to the risk register and escalation to the relevant Director whilst actions are being implemented

7.11 Risks must be communicated to the organisation via the risk register (

7.12 To ensure assurance of the quality of risk assessments and implementation of appropriate risk management, auditing of 10% per year will be undertaken by the Health and Safety team.

8. Audit and Monitoring

8.1 Implementation of this policy will follow a number of lines, and include:

- Monitoring of risk assessment training uptake and any gaps on a quarterly basis
- Action plans to address any gaps in performance (monitored at monthly safety groups).
- Audit and review of risk assessments (10% of teams in each audit year).
- Completion of statutory risk assessments monitored monthly by localities
- Self-assessments (monitored annually).

9. Training

9.1 Health and Safety induction training is given to all EBCF staff.

9.2 All delivery staff are trained to L2 H&S or in IOSH Working Safely.

9.3 Risk assessor will be training in IOSH Managing Safely (or equivalent)

9.4 Directors will undertake mandatory H&S training to ensure they understand the risks and the required actions for mitigation.

9.5 Refresher training: All staff must undertake refresher training at least every 3 years or sooner where:

- Relevant legislation or guidance changes.
- The employee changes role or responsibilities.
- An audit, incident, or near-miss indicates a gap in competence.

9.6 Risk assessors will receive refresher training following any legislative changes that affect the risk assessment process or when a review identifies significant weaknesses in existing assessments.

10. References

10.1 Health & Safety At Work Act 1974

10.2 Management of Health & Safety At Work Regulations 1999

10.3 Control of Substances Hazardous to Health Regulations Manual Handling Regulations 1992

10.4 Visual Display Screen Regulations 1992

10.5 Fire Precautions (Workplace)(Amendment) Regulations 1999.

10.6 Workplace, Health Safety and Welfare Regulations 1992

10.7 The Provision and Use of Work Equipment Regulations (PUWER & PUWER2)

10.8 The Lifting Operations and Lifting Equipment Regulations 1998

- 10.9 Personal Protective Equipment 1992
- 10.10 The Work At Height Regulations 2005
- 10.11 The Regulatory Reform (Fire Safety) Order 2005
- 10.12 Worker Protection Act 2023

11. Review Process

- 11.1 This policy will be reviewed on a regular basis and as and when incidents or new legislation requires it.
- 11.2 It will be reviewed on an annual basis as a minimum.

12. Version Control

Version	Description of Change	Author	Date	Approved by
All	Updating of formatting	S.Khan	July 2023	S.Khan
2.0	Version 2.0 – Reviewed	S.Khan	July 2024	S.Khan
3.0	Version 3.0 Added requirements to assess and control risks of harassment from third parties (Worker Protection Act 2023) and to assess digital/cybersecurity risks (Cyber Security and Resilience Bill) Added role-specific training requirements and refresher training cycles for all staff and risk assessors	S.Khan	January 2025	J.Hall
4.0	Version 4.0	S.Khan	January 2026	S. Etheridge