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# **RISK ASSESSMENT POLICY**

## 1. Purpose

Regulation 3 of the Management of Health and Safety at Work Regulations 1999 (MHSWR) requires that a formalised risk assessment is carried out to determine the risks associated with working operations. The assessment will need to identify risks both to employees and to any other person who may be affected.

Regulation 3(3) of MHSWR requires that risk assessments are kept up to date, which means any significant change which affects risk (e.g. a new employee, machine or work practice) should lead to a re-assessment of risk.

Additionally, assessments of possible exposures to specific hazards to all personnel at work, including vulnerable "at risk" staff, visitors and contractors, need to be made under the following:

- the Control of Lead at Work Regulations 2002
- the Ionising Radiations Regulations 1999
- the Control of Asbestos at Work Regulations 2002
- the Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- the Noise at Work Regulations 1989
- the Health and Safety (Young Persons) Regulations 1997
- Disability Discrimination Act 1995
- Fire Precautions (Workplace) Regulations 1997 (amended 1999)

Under the Management of Health and Safety at Work (Amendment) Regulations 1999, employers are required to assess the risks to the health and safety of pregnant workers, those who have recently given birth and those who are breastfeeding, ensuring that the health and safety of these employees is not put at risk.

The Manual Handling Operations Regulations 1992 require that manual handling tasks are assessed.

The Health and Safety (Display Screen Equipment) Regulations 1992 require risk assessment of muscular-skeletal injury, visual problems and mental stress from the use of display screen equipment.

The Personal Protective Equipment at Work Regulations 2002 requires the assessment of personal protective equipment for its suitability, both for the hazard and the user.

The Health and Safety (First Aid) Regulations 1981 require an evaluation of first aid requirements. The Approved Code of Practice (ACOP L74) sets out the duties of the employer to assess and provide necessary resources to meet first aid needs having taken account of the nature of the work, special working arrangements, size and nature of the workforce and off site work.

## 2. General Statement

Musica accepts that some of its operations may, unless properly controlled, create risks to members of staff, service users and others, and will take all reasonably practicable measures to reduce these risks to an acceptable level.

Musica will take all reasonable steps to ensure that risk assessments are carried out which will detail the range of hazards associated with working operations together with any necessary remedial actions.

Any staff member who discovers a hazard during working operations should report the hazard to management so that the necessary remedial action can be taken.

### **3. Procedures for Dealing with Health and Safety Issues**

Any concerns raised by staff, emanating from the risk assessments, can be brought to the attention of the Project Manager/s for more formal discussion.

Risk assessments will be carried out in the main by the relevant members of staff and their line managers who may be affected.

### **4. Objective**

The purpose of a safety risk assessment is to identify areas of operation and work related tasks which present a risk to Musica and/ or its staff and/or service users with regard to health and safety and then to formulate priority action to eliminate these risks or reduce them to a level which is reasonably acceptable.

### **5. Risk Assessment**

- Identify potential risk
- Identify existing control measures
- Identify any residual risk
- Decide on a course of action for the residual risk:
  - a) Eliminate
  - b) Reduce
  - c) Accept
  - d) Transfer

Assessments must be completed on the standard Risk Assessment Form prior to the commencement of a workshop or series of workshops.

### **6. Deriving Risk Information**

Safety Risk Assessments should normally be based the following sources.

Industry standards and codes of practice

Experience of individuals

Accident / incident records

Knowledge of process / activities.

### **7. Information and Training**

Staff will, where necessary, be given:

Training to improve their knowledge of the risk assessment procedure.

Any additional detailed knowledge about how to assess risks within the working environment that they will be assessing.

### **8. Safe System of Work**

A risk assessment must identify all hazards within the organisation's area of operations. These will occur in the following areas:

Both direct and non-direct staff (contractors, agency and part-time operators)

The current equipment and any equipment that is planned to be hired or purchased in the future

The materials used within the working environment (COSHH will only have covered the use of chemical aspects)

The working environment for staff, service users and others

Current operations (i.e. whether they create a problem which could affect the quality of products and services)

Loss of process and any risks that could affect the process operations.

Once a hazard has been identified, its risk is assessed to determine how and whether it should be controlled. Systems and management standards will need to be produced and implemented, having included input from all levels of management.

Co-operation is vital in this area if these standards are to be accepted. Whilst trivial risks may require no action, the assessment will need to indicate the criteria used to determine this.

## **9. Record Keeping**

Regulation 3(4) of MHSWR requires employers with five or more employees to keep records of all assessments, which will detail the significant findings associated with the assessments.

The records will include information regarding the following.

The significant sources of harm (hazards) to health and safety identified during the assessment.

The existing control measures currently in place and their level of effectiveness in controlling those risks (with reference and access to works manuals or other documentation if appropriate).

The people who may be affected by the risks identified, in particular any personnel who may be especially at risk.

The decisions taken as a result of the assessment.

Training in risk assessment techniques provided to staff.

## **10. Policy Verification**

This policy will be reviewed annually by the Board of the Trustees.