

Risk Assessment Statement

The Write Time takes its responsibilities for health and safety seriously. The Write Time's senior management regards health and safety as a strategic management issue. This risk assessment policy fits into the health and safety strategy that has been developed by The Write Time and is to be read in conjunction with the Health & Safety Policy and the other relevant procedures.

Why do we need to assess risks?

The law states that as an employer The Write Time must provide a safe working environment for its employees that will additionally not cause ill health and adequate welfare facilities are also provided. This minimum standard is referred to as an employer's general duty under S2 of the Health & Safety at Work Act 1974.

This duty was added under the provision of the Management of Health and Safety at Work Regulations 1999, which introduced the requirement for an employer to conduct risk assessments (to meet their general duty in the 1974 Act). A risk assessment is nothing more than a careful examination of what, in your workplace and/or activities in your workplace could cause harm, injury or damage. In line with evolving UK regulations, The Write Time also recognises the importance of assessing risks related to mental health, remote working environments, and climate-related hazards. These areas are now considered integral to maintaining a safe and healthy workplace.

Therefore, an employer must identify possible hazards and apply reasonable precautions which should prevent the severity of the harm, injury or damage. Once the Hazards are identified they can be converted into risks by using the following method,

a. How likely is the hazard going to cause harm?

b. What will be the consequences if that harm did occur?

The Write Time's risk management is a continuous and developing process which runs throughout the organisation's strategy and the implementation of that strategy. The strategy aims to make sure that no one gets hurt, becomes ill, or has organisational property damaged.

The strategy is only effective when all levels of the organisation work together translating the strategy into tactical and operational objectives, assigning responsibility throughout the organisation with each manager and employee responsible for the management of risk as part of their job description. It supports accountability, performance measurement and reward, thus promoting operational efficiency at all levels.

Definitions

The following definitions are used to assist those involved in risk assessment:

Control

A control is a safeguard which is applied to mitigate the seriousness of the consequence of a hazard or to reduce the likelihood of the hazard causing harm

Hazard

A hazard is something, which has the potential to cause injury, illness or harm, for example:

- Hazardous substances, as can cause burns to the skin and injure the lungs if inhaled.
- Sharps objects have the potential to cause injury and transmit infection if they puncture the skin after being injected into another person.

Risk

Risk is the likelihood that a hazard will have an adverse outcome with a consideration of how bad the outcome is likely to be, for example:

- Hazardous substances are left in a place accessible to inquisitive children.
- Staff operating equipment for which they have not been trained, which improper use may cause injury.

Risk Assessment

Risk assessment is the calculation of the likelihood of a hazard (in the work environment) causing harm multiplied by the severity **of** the hazard that did cause harm.

Risk assessment of individuals

Assessments of individuals are carried out by managers on their staff work practices and role requirements, e.g. handling and lifting (also see lone working policy).

Mental Health and Wellbeing Risk Assessment

Employers are now expected to assess risks associated with mental wellbeing, including stress and burnout, as part of their general duty under the Management of Health and Safety at Work Regulations 1999 and the Health and Safety at Work etc. Act 1974. The Health and Safety Executive (HSE) mandates that stress-related ill health must be treated as seriously as physical hazards, and employers must carry out suitable and sufficient stress risk assessments. Additionally, risk assessments must include remote and hybrid working environments where required.

A mental health risk assessment identifies factors in the workplace that may contribute to stress, anxiety, or other psychological harm. It includes evaluating workload, support systems, and working conditions.

A remote work risk assessment evaluates the safety and suitability of an employee's home or off-site working environment, including workstation setup, connectivity, and isolation risks.

Managers must also consider neurodiversity and mental wellbeing when conducting individual assessments, ensuring reasonable adjustments are made in line with the Equality Act 2010.

General Risk Assessment

General risk assessments are assessments of specific processes or situations, as opposed to individual persons. This document refers to how these assessments are conducted. It is just as important that these assessments are kept up to date and made available to everyone who needs to know about them. However, review periods will normally be longer than individual assessments, which are reviewed more frequently.

NOTE: The term 'general risk assessment' may be misleading as perhaps it implies that one assessment considers all risks in an area, whereas there are probably many general risk assessments. The term 'general' refers to the nature of the assessment.

Building / Site Risk Assessment

Building / Site assessments are assessments of specific places as opposed to individuals or situations. These are conducted in a wider context than affecting just one individual but take to account the access of the public to a site or building.

A building or site risk assessment is made up of a collection of assessments including a fire risk assessment, a first aid risk assessment, an individual risk assessment and a general risk assessment (i.e., an activity within a building or site).

Elena Voltolina will conduct annual whole-business QA audits, in conjunction with the MD, SLT, and School Governance.

All Staff

All Staff have a responsibility for managing those risks, which they can and should manage. Acting within their level of competence all staff will manage a situation as it arises. Only as it develops beyond their ability to deal with it will they need to refer to their line managers. However, it is always good practice to keep managers informed of developing situations. When they are managing risk, they should communicate the risk and action taken to those who may be affected by it. For example, staff may identify risks from being in a private 1:1 situation with a client; they must ensure that this information is communicated to anyone else who will be in a similar situation.

Everyone has a responsibility to share information about risk as part of a risk assessment. This can include:

- Identifying risk and informing their manager that they believe a formal risk assessment is necessary. This includes ensuring that mental health and wellbeing risks are identified and communicated, particularly in high-stress roles or isolated working conditions.
- Sharing information during formal assessments to establish the level of risk

- (e.g., how frequently a risk arises and the potential or actual outcomes)
- Making suggestions to managers on how risks could be reduced
- Keeping themselves informed of local risk assessments by reviewing the risk assessment file held locally.
- Acting under the findings of an assessment

Risk Assessment Process (5 steps)

1. Identify the hazards.
2. Decide who may be harmed and how (including consideration of physical, psychological, and environmental factors).
3. Evaluate the risk and decide upon precautions.
4. Record your findings.
5. Periodically review the assessment and update if necessary.

Sign off

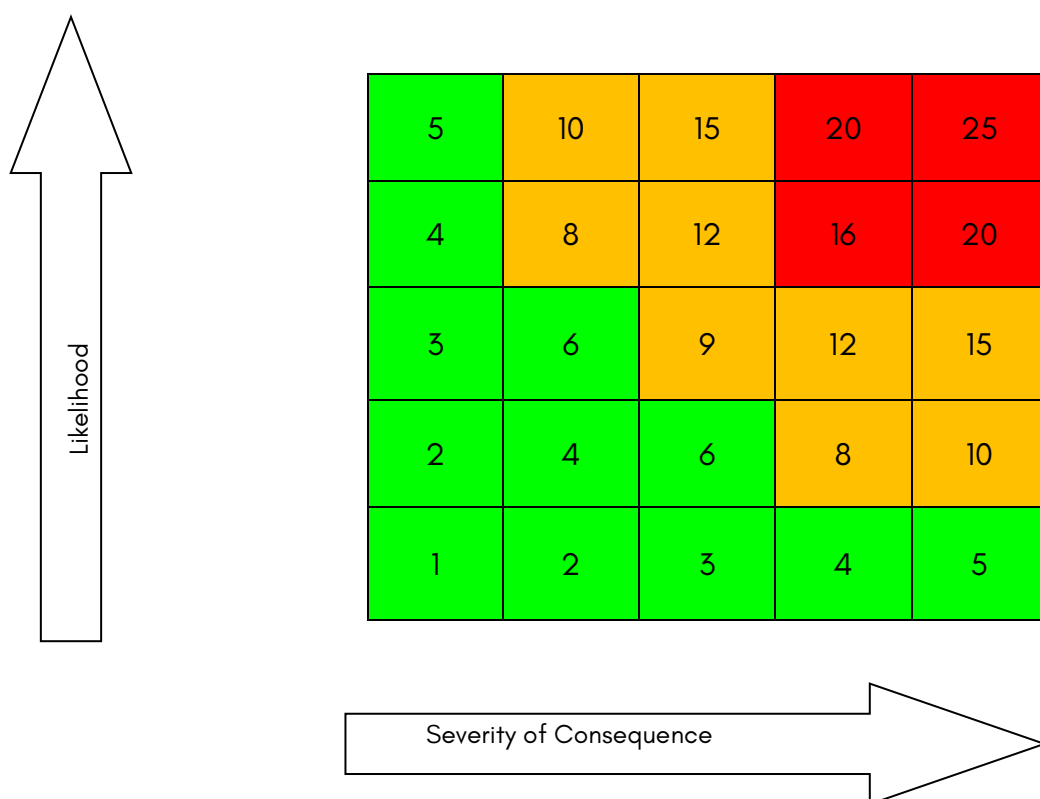
The person responsible for the action and the accountable manager must be recorded on the assessment form.

The RA Template can be found as a template on the company drive/SEN School/Risk Assessments

Risk Profile

The result of the risk assessment process can be used to produce a risk profile which gives a significant rating to each risk and provides a tool for prioritising risk treatment efforts. This ranks each identified risk to give a view of the relative importance. This process allows the risk to be mapped to the business area affected, describes the primary control procedures in place and indicates areas where the level of risk control investment might be increased, decreased or reapportioned. Accountability helps to ensure that 'ownership' of the risk is recognised, and the appropriate management resource is allocated.

Likelihood and Consequences chart



When the risk analysis process has been completed, it is necessary to compare the estimated risks against the risk criteria that the organisation has established. The risk criteria may include associated costs and benefits, legal requirements, socioeconomic and environmental factors, concerns of stakeholders, etc. Risk evaluation, therefore, is used to make decisions about the significance of risks to the organisation and whether each specific risk should be accepted or treated.

Risk Assessment Policy

The Write Time's risk assessment policy establishes its approach to risk management, the policy also sets out responsibilities for risk management and risk assessment throughout the organisation. The policy refers to any legal requirements where necessary.

The Health & Safety requirements for The Write Time require additional policies & procedures to work in tandem with this policy, i.e., Lone Worker Policy, slip trips and fall procedures. The risk management process is an integrated set of tools and techniques for use across the organisation. To work effectively, the risk management process requires:

- Commitment from the Managing Director and Management team of the organisation.
- Assignment of responsibilities within the organisation.
- Allocation of appropriate resources for training and the development of an enhanced risk awareness by all employees, contractors, visitors and additional stakeholders.

Responsibilities

The Managing Director has overall responsibility for Health & Safety and must also ensure that risk assessments reflect current legal expectations. These areas should be reviewed annually and after any significant organisational changes. Elena Voltolina is the competent person for the day-to-day coordination and management of Health & Safety issues.

Each staff member has responsibility for the completion of risk assessment within their areas of responsibility and for ensuring that the appropriate level of resources and commitment are employed in this process.

The managing Director is responsible for monitoring the results of risk assessments and has a part to play in allocating resources to manage the risks, which cannot be managed locally. This will include:

- Training enough local risk assessors for their area, or attending the training themselves, if they chose to carry out their assessments.
- Allow sufficient time for risk assessors to conduct adequate assessments
- Consult and **involve** staff and their safety representatives during the risk assessment process.
- Endorse assessments, with or without alteration.
- Agree on local action plans to remove or reduce risks identified during the risk assessments.
- Refer risks to the appropriate senior manager or committee where they cannot be managed locally.
- Make temporary adjustments and keep staff **and their representatives** informed of progress in managing risks that cannot be fully managed locally.
- Review assessments if there is reason to suspect that it is no longer valid or there has been a significant change.
- Identify any member of staff, who is especially at risk.

All Employees must cooperate with their managers and local risk assessors when they are conducting risk assessments. They are also responsible for cooperating with their managers in implementing any remedial action to reduce the risk. Failure to cooperate is a serious matter as this can place the employee and possibly others at risk. Failure to comply with reasonable Health and Safety requests will be addressed using the disciplinary procedures.

Appendix 1 – Risk Assessment Template

Risk Assessment

Risk Assessment Title:	Risk Assessor:	Manager signature:	Notes:
Site: The Write Time	Location:	Date:	Review date:

Activity/ task	People at risk	How people at risk could be harmed/named hazard	Initial Risk rating*			Existing measures to control risk/current controls in place	What additional controls are required	Residual Risk rating*			Action by When	By Whom	Done
			S	L	R			S	L	R			

Risk Assessment

RISK / PRIORITY INDICATOR KEY

* Severity multiplied by Likelihood = Risk Rating

Hazard Severity Rating (S)

Likelihood of Occurrence Rating (L)

Risk Rating (R)

SEVERITY (CONSEQUENCE)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (Lost time injury, illness, damage, lost business)
4. High (Major injury / damage, Lost time business interruption, disablement)
5. Very High (Fatality / Business closure)

LIKELIHOOD
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

SUMMARY		SUGGESTED TIMEFRAME
15-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so

Risk Assessment

Reviews

Reviews must be completed according to the suggested timeframe in the MATRIX.

High - Review after every session

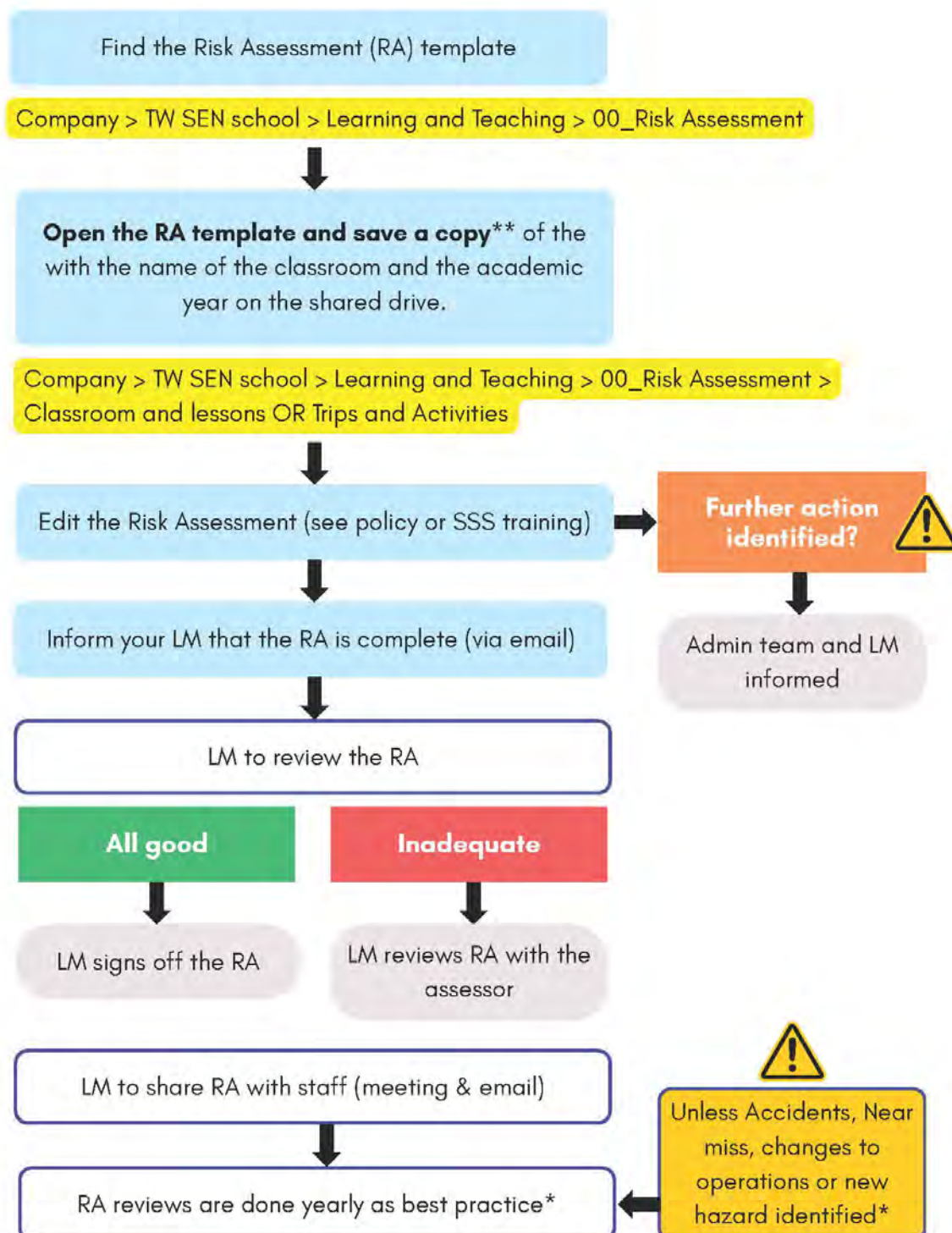
Medium - review every 3-6 months

Low - Review every year

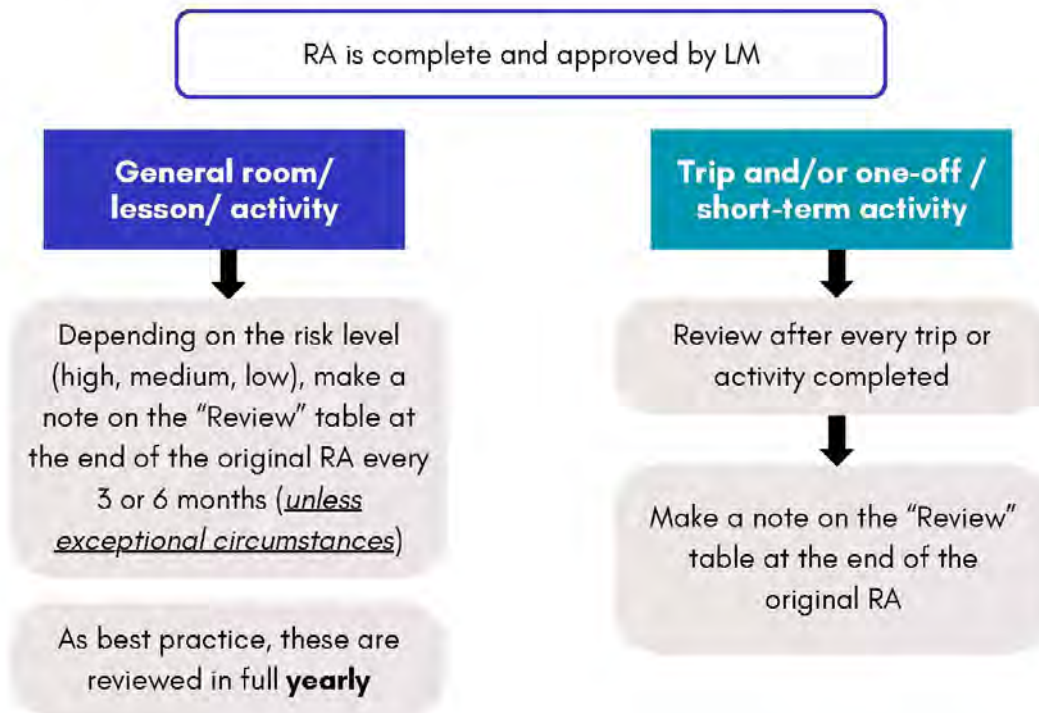
Date	Comments

Appendix 2 – Risk Assessment Workflow Chart

RISK ASSESSMENTS PROCESS:



* RISK ASSESSMENTS REVIEW PROCESS:



During the yearly review, add the notes from the Review table to the main RA as necessary.

EARLY REVIEW EXCEPTIONAL CIRCUMSTANCES



Accidents, Near miss, changes to operations or new hazard identified

RAs must be reviewed earlier than the normal schedule **by a Line Manager** and the **admin team** as follows:

- after every serious accident (RIDDOR reports)
- when a pattern is identified through accidents and/or near misses reviews
- changes to normal operations
- serious new hazard is identified (near miss)

All accidents and near misses MUST be reported to the office and logged in the relevant book at reception.