

Daily Operational Risk Assessment Procedure

If any staff notice an element of risk whilst at work, whether it be a risk to themselves, their clients, or the public, it is that staff member's duty to report the risk.

1. Reporting risks

- 1.1. Reducing risk must take priority. Any risk that would pose an immediate threat must be acted upon instantly in order to reduce risk.
- 1.2. Through the Sanctuary Management Console Software (SMC Software©2006) on the General Office computer click the 'Open Risk Assessments' button.
- 1.3. Click the Add New Risk Assessment button. This will have the current date automatically entered.
- 1.4. Complete all sections of the form.
 - 1.4.1. If any member of staff is uncertain as to what to type into the form he/she must seek the help of the Health & Safety Officer.
- 1.5. Close the form.

2. Monitoring and Responding to Risk Assessments

- 2.1. The risk assessment form is a permanent addition to the minutes of the Staff Meetings.
- 2.2. The Chair of the meeting will read out recent risk assessments so that all staff are aware of them and the action required can be delegated accordingly.
- 2.3. All staff have a personal responsibility for their safety and a corporate responsibility for the safety of others. Therefore, all staff must regularly view risk assessments through the Management Console in order to be aware of the risks around them.
- 2.4. All paper risk assessments pre Management Console are available to view in a file kept in the General Office.

- 2.5. The Health & Safety Officer will monitor risk assessments according to his professional agenda and will delegate action required to the most appropriate person(s) or organisation(s).
- 2.6. Policies, procedures and working protocols will be changed, reviewed and modified whenever necessary in order to reduce risks.
- 2.7. Notices and posters will be displayed wherever necessary to inform of identified risks so that they can be avoided or appropriately managed.

3. *Yearly Risk Assessment Probability and Impact*

- 3.1. Once a year the Health and Safety manager will carry out an extensive Probability/impact risk assessment of all areas of the work. (see H&S Impact/Probability Form).