

RISK ASSESSMENT POLICY

JAMES is aware that a dimension of risk exists in all situations and desires that all members of staff and volunteers shall be aware of potential risks that are inherent in any situation and within various processes, premises, places, transportation etc.

To this end the person in charge of any new or changed situation or premises should, prior to commencement of that situation make a formal assessment of risk using the standard form, and from this, seek to minimise all risks and especially, any which present a high risk factor.

Some risks have a high likelihood of occurring and would, if they occurred, have a severe impact on operational performance or achievement of aims and objectives. Risk management should therefore not be seen as purely a compliance issue, nor as being solely focused on the prevention of disaster. The process will enable the project to focus on the mitigation of risks that would prevent the charity achieving its strategic objectives. In so doing, the project will be able to take opportunities and develop them with an understanding of the risks faced, and with confidence that reasonable steps have been taken to manage them. Consideration of the risks inherent in all activities will be an element of planning and decision making.

Should any apparently excessive risk be identified, which cannot be overcome, or satisfactorily reduced it is essential that this is discussed with the line manager before commencement.

The Project considers it a priority that any new information or situation regarding risk should be discussed with related staff and volunteers and then made available. Risk management is not a one-off event and should be seen as a process that will require monitoring and assessment.

The physical safety and health of our members is paramount in all activities. Safe working practices and procedures must be subject to constant vigilance and management must be informed if it is thought any change is required.

Any new staff and volunteers should be acquainted with relevant risk assessment information and informed how to access the file(s).

Additional risk assessments should be carried out for changes in delivery risk; for example in relation to the Covid-19 pandemic.

Risk assessments should be revisited at least on an annual basis and checked by all staff involved prior to any activity commencing.

RELATED:- RISK ASSESSMENT FORM.

POL-RISK		Issue 1a. (04)	Confirmed Jan 2013	Updated Oct 2018
			Oct 2020	Oct 2021
				Sept 2022 Aug 2023



Joint Activities and Motor Education Service (JAMES) RISK ASSESSMENT

Premises:

Area:

Probability (P)		Severity (S)		Score [Total (T) = PXS]
Almost Certain 6	Occasional Occurrence 3	Fatality 6	3 Day Injury 3	01-09: Tolerable Risk
Frequent Occurrence 5	Possible but Unlikely 2	Major Injury 5	Minor Injury 2	10-19: Improve in 2/3 Months
Fairly Frequent Occurrence 4	Highly Improbable 1	Prolonged Absence 4	Negligible Injury 1	20-36: Urgent Action Required.

General considerations:

Before				After			
Event	P	S	T	Remedy	P	S	T

Signature
Reviewed:

Position

Operations Manager Date

Date		Signature		OK	Y/ N	Date		Signature		OK	Y/ N
Date		Signature		OK	Y/ N	Date		Signature		OK	Y/ N