

**Risk Assessment**

General Duties

Shelter have a general duty to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all employees and non-employees under the Health and Safety at Work Act 1974. “Reasonably practicable” involves striking a balance between risks and costs, in terms of time, inconvenience and financial considerations.

Suitable and Sufficient Assessment

Under Regulation 3 of the Management of Health and Safety at Work Regulations 1999, Shelter must carry out a suitable and sufficient assessment of risks to health and safety of employees at work and non-employees affected by the business.

Completing Risk Assessments

When completing any risk assessment, it is important to not overcomplicate the process. In the Shelter offices, the risks are well known and many of the necessary control measures are easy to apply.

Following these five basic steps will ensure that nothing is missed in the process:

1. Identify the Hazards. A hazard is anything that may cause harm, such as chemicals, electricity, working from ladders, working with clients
2. Decide who might be harmed and how
3. Consider staff, volunteers, contractors and members of the public and the circumstances where they may come into harm. Also consider the age of the person eg people under 18, the gender and new and expectant mothers.
4. Evaluate the risks and decide on precautions (control measures)
5. Look at what you are already doing to control the hazards and consider what else can be done to reduce the risk. The most effective control is to eliminate the hazard completely.

Record your findings and implement precautions

Ensure all records are relevant, clear and available.

Review your assessment and update if necessary

Most risk assessments can be reviewed annually, however there are times when they need to reviewed more frequently, including:

* following significant changes to the workplace eg layout, new equipment etc
* Following any serious accidents/incidents eg fire, break-ins and physical injury resulting in a visit to hospital.
* If a member of staff returns from long term sick and may need slight adjustments to their working practices

**Shelter Risk Assessment**

This risk assessment must be completed for every site/service that you manage. It lists all of the potential hazards that are found in the workplace (Environmental) and for the tasks that staff complete (Staff).

The existing control measures are the minimum standards that must be implemented and by signing this risk assessment you confirm that they are in place. If sections do not apply to your team/service they should be removed from the document.

Additional control measures that are required must be added to document and a suitable risk rating score calculated. They must be implemented in an appropriate timescale (see table below) in relation to the risk rating.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Service/Team: |  | |  | |
| Address: | Shelter, 88 Old St, London EC1V 9HU | |  | |
| Type of Site: | Location | |  | |
| Manager: |  | Signature: | |  |
| Date: |  | |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| People at Risk | Y/N |  | Additional Information |
| Managers | N |  |
| Employees | Y |
| Volunteers | N |
| Visitors | N |
| Contractors | Y |
| Clients | N |
| Customers | N |
| Children | N |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| RISK RATING: To calculate the risk, multiply the severity by the likelihood  Eg Moderate (2) x Possible (2) = 4 (Medium Risk) | | | |  | High | Immediately bring the risk to an acceptable level. Where this is not possible the activity should be stopped. Remedial action should take no more than one month |
| LIKELIHOOD OF OCCURRENCE | SEVERITY | | |
| 1 NEGLIGIBLE | 2 MODERATE | 3 SEVERE | Medium | Bring the risk to an acceptable level. Remedial action should take no more than three months |
| 1 UNLIKELY | LOW | LOW | MEDIUM |
| 2 POSSIBLE | LOW | MEDIUM | HIGH | Low | Bring the risk to an acceptable level. Remedial action should take no more than six months |
| 3 VERY LIKELY | MEDIUM | HIGH | HIGH |

| Identified Hazards | Existing Control Measures | Additional Controls Required | Risk Rating |
| --- | --- | --- | --- |

|  |  |  |  |
| --- | --- | --- | --- |
| First Aid  Accidents/Incidents |  | N/A | Low |

|  |  |  |  |
| --- | --- | --- | --- |
| Slips, Trips and Falls |  | N/A | Low |

|  |  |  |  |
| --- | --- | --- | --- |
| Falling objects |  | N/A | Low |

|  |  |  |  |
| --- | --- | --- | --- |
| Control of Substances Hazardous to Health (COSHH) | N/A | N/A |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Waste (Including Clinical) | N/A | N/A |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Fire |  | N/A | Low |

|  |  |  |  |
| --- | --- | --- | --- |
| Gas safety | N/A | N/A |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Asbestos | N/A | N/A |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Contractors |  | N/A | Low |

|  |  |  |  |
| --- | --- | --- | --- |
| Work Equipment | N/A | N/A |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Car Parks and External Areas | N/A | N/A |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Basement and roof voids | N/A | N/A |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Health and Safety Welfare |  | N/A | Low |

|  |  |  |  |
| --- | --- | --- | --- |
| Infectious Diseases  COVID-19 |  |  | Low |

By completing this risk assessment, you confirm that the hazards listed above are present and the stated control measures are in place. This risk assessment must be reviewed annually, when circumstances change or after a serious accident/incident. It must be stored in the health & safety file and copies sent to all staff. If a staff member has specific requirements to work safely or a disability/medical condition that requires reasonable adjustments, then a separate team member risk assessment must be completed for that person. For further advice, contact the Health & Safety Team.

(Version: Jun 2021)