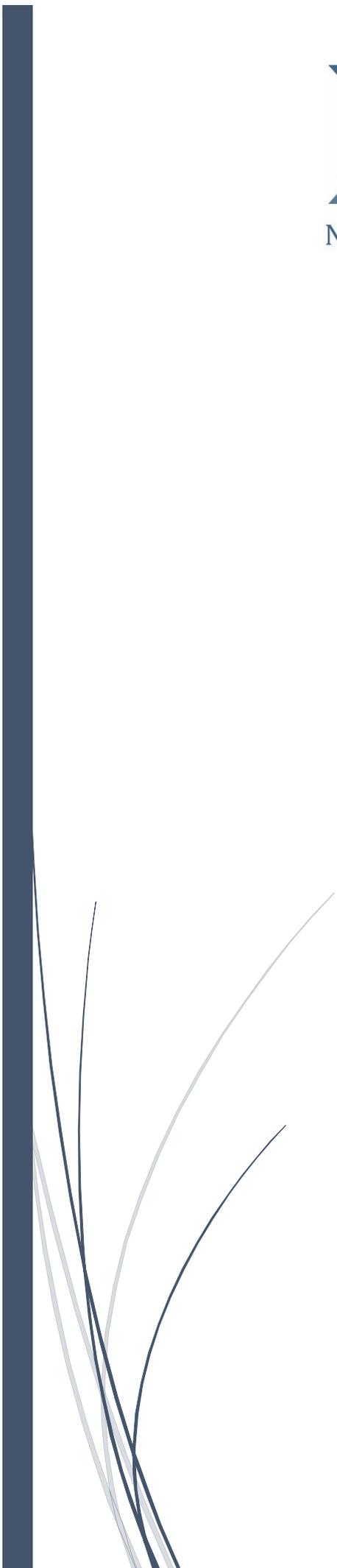




Northern Independent Mediation

Risk Assessment Policy

March 2018 Version 1



Risk Assessment Policy

Introduction

Northern Independent Mediation has a statutory and common law duty to provide a safe and secure environment for all its staff, clients and visitors. Under the Health and Safety at Work Act 1974, the company will ensure, so far as reasonably practicable, that staff time are protected from risks to their health, safety and welfare.

The company provides mediation services at the offices of other organisations for clients. This will involve travelling to and from these locations and the delivery of service at locations not under the direct control of the company. Where specific locations are used on more than one occasions and as such it is practicable to carry out such a risk assessment then they must be carried out using the template risk assessment in this guide.

Purpose

The purpose of this procedure is to set out the way in which the company will meet the following objectives:

- To protect staff, in so far as it is reasonably practicable, by adopting appropriate risk management measures identified through risk assessments and learning from incident reports.
- To promote safe working practices in relation to protection of staff.

The Scope

This procedure applies to all staff employed by the company, including students, volunteers and freelance contractors that work wit the company.

Definitions

A worker or staff member for the purpose of this policy includes:

- Directors
- Contracted Employees
- Freelance Contractors
- Volunteers
- Students

Duties and responsibilities

Directors

The Directors have ultimate responsibility for ensuring compliance with the Health and Safety at Work Act 1974 and staff safety and security

Managers

- Managers are responsible for being pro-active in the protection of staff members' personal safety and for identifying all members of staff under their control who work alone and to have in place the following measures:
- Safe systems of work are adopted; Ensuring that personal safety risk assessments are undertaken in the workplaces for which they are responsible and that the assessments, and the action taken from them, are appropriately recorded
- Allocating the resources and time required to implement the action plans resulting from the risk assessments
- Reviewing the assessments annually, or whenever circumstances change, and acting upon the outcomes of those reviews as appropriate
- Ensure all staff carry out appropriate risk assessments as required
- Using Incident reporting to identify training needs and review risk reduction plans
- Ensuring Health & Safety and Security training is available and provided
- Ensuring statutory health & safety requirements and compliance
- Effective communication and support for all staff

In circumstances where staff have been subjected to a violent or abusive incident, the relevant line manager should offer the worker a range of the following as appropriate:

- Debriefing
- Staff Consultation Service
- Mental Health First Aid Support
- Post-trauma support
- Peer support
- Access to Occupational Health services for psychological support
- Access to a professional or trade union representative.

In addition, there may need to be assistance in dealing with press/media enquiries so that the member of staff's privacy may be maintained.

All Staff

All staff are required to take all reasonable precautions to protect their own safety and ensure that they adhere to Company Procedures designed to protect staff. In respect of personal safety all staff must:

- Alert their manager to any change of contact details (home/mobile)
- Follow recommendations of any risk assessments undertaken to protect their safety.
- Report any incidents and near misses that they experience in a lone worker setting.

Procedure

The Company recognises that assessing risk is an effective way of ensuring that known risks are mitigated, transferred or terminated.

As such we have created a general risk assessment to assist all staff to think through the anticipated risks to lone working, considering environmental and client issues. These risk assessments must be carried out whenever a new risk or hazard is identified.

Reporting Incidents Experienced

All incidents (particularly violent or abusive incidents) must be reported to your manager and the responsible director.

Where actual bodily harm has been incurred, a medical examination and statement of injury should be obtained as soon as possible after the event. Further help can be sought from the responsible director.

Training Requirements

Implementation

This procedure will be made available to all staff via Lamplight. All managers must carry out the appropriate induction at the start of employment or work with the company, and ensure that all staff are kept aware of any changes in policy or practice.

Induction and Training

The procedure will be promoted at Induction and to any staff that request training. The responsible director will provide annual training to all staff in relevant subjects.

Process for Monitoring Compliance

The responsible director will monitor compliance by way of an annual report. This will include any incidents involving abuse, threats or violence by way of an annual report on 'Violence against staff and contractors'.

Equality Analysis

Completed by Alexander James McCulloch (Director) on the 5th March 2018

The following questions determine whether analysis is required

	YES	NO
Do Policy outcomes and service take-up differ between people with different protected characteristics?		x
If there is a greater effect on one group, is that consistent with policy aims?		x
Does the policy miss opportunities to advance equality of opportunity and foster good relations?		x
Do other policies need to change to enable this policy to be effective?		x

If one or more answers are yes, then the policy may be unlawful under the Equality Act 2010 and further advice should be sought.

Model Risk Assessment

Controls	Controls	L	M	H

Where any risk assessment scores two Mediums or one High or more, the policy must be reviewed, and its appropriateness considered by the responsible director. The policy must be considered in light of practicable changes to procedure.

Risk Assessment Policy Review

The assessment and policy must be reviewed at least annually by the responsible director to ensure that hazards are still current, and the control measure remain effective. They should also be reviewed upon any significant changes to the working environment or working practice and following any serious accident or incident. The risk assessment record should be held at the main office and by the responsible director for information purposes.

All significant risk issues must be communicated to the responsible director for monitoring purposes. All staff that may be at risk must be informed of the significant hazards and any control measures they may need to implement as part of their work activity.

Record of Annual Reviews

Date	By Whom:	Position	Comments

Responsible Director

The Director responsible for this policy is Mr Alexander James McCulloch

Signed: 

Date: 05th March 2018