



POLICY	Issue: 1.0
Health & Safety Risk Assessment Policy	Date: 25/04/2007

Policy Statement

Risk assessment forms the central strand of the Civil Nuclear Police Authority (CNPA) and Civil Nuclear Constabulary's (CNC) safety management system. Successful completion and implementation of assessments provides improved health, safety and welfare benefits both to CNPA/CNC and to its stakeholders.

The CNPA/CNC approach to H & S risk assessments is to conduct, within CNPA/CNC locations, places of work and for routine and non-routine operational duties, both 'General' and 'Topic Specific' H & S risks assessments adopting the Health and Safety Executive (HSE) 'Five Steps to Risk Assessment' methodology, encompassing:-

1. Identification of hazards.
2. Determination of who might be harmed and how.
3. Evaluation of risks (including severity / probability factors) and determination of effectiveness of control measures in place / if new or amended required.
4. Recording and implementing findings.
5. Reviews of H & S risk assessments, updating if necessary.

'General H & S risk assessments'

Will be undertaken by Unit Commanders / Departmental Managers assisted by trained H & S risk assessors available at Unit / Department level. For each hazard identified there will be need to either:-

- refer to available 'generic' assessments and a range of prescriptive control measures that can be suitably applied;
- assess and apply suitable control measures locally to suit local environment;
- refer to an existing 'Topic Specific' H & S risk assessment or to instigate a new one through Health & Safety Department.

'Topic Specific H & S risk assessments'

Are those where there is specific H & S legislation such as:- 'Control of Substance Hazardous to Health' (COSHH) or Manual Handling Regulations etc.

They will be co-ordinated, resourced and undertaken by, or on behalf of, the Health & Safety Department and will be covered in detail by other policies, guidance and procedures.

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Assessments of this category, dependant on nature and relevancy, may either be undertaken across the CNPA/CNC, by areas or operations affected or as a result of an identified need from a 'General H & S risk assessment'.

Aims of the Policy

To provide guidance for the CNPA/CNC to fulfil its requirements for health and safety risk assessments as identified in the Management of Health & Safety at Work 1999 (The Management Regulations) Regulation 3(1) which states that:-

"Every employer shall make a suitable and sufficient assessment of:

- a. the risks to the health and safety of employer's employees to which they are exposed whilst they are at work: and
- b. the risks to the health and safety of persons not in employer's employment arising out of or in connection with the conduct by employer of the employer's undertaking".

and, as a result, either eliminate identified hazards or apply control measures to reduce the risks of harm from those hazards to 'as low as reasonably practicable' (ALARP).

To ensure that:

- Control measures in place will be monitored and evaluated to see if they remain adequate;
- Subsequent control measures introduced as a result of an assessment are implemented and followed;
- Results of H & S risk assessment activities will be communicated as per local instructions.
- H & S risk assessments are to be reviewed at least every 12 months or in the event of an injury or incident, when significant change in working practices occurs, or as a result of new equipment being introduced, or if believed an assessment is no longer valid.
- Trained H & S risk assessors shall be available at all CNC units and support will be available from the CNC Health & Safety Department.
- H & S risk assessments are reviewed and signed by Head of Unit or Department and reviewed by members of CNC Health & Safety Department and relevant Safety Representatives.
- Information is exchanged on risks associated with shared workplaces

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Key Responsibilities

Each BCU Commander (BCUC) or Head of Department, with the assistance of Operational Unit Commanders (OUC's) and Departmental Managers, are responsible for ensuring that health and safety risks within their area are properly assessed, controlled, significant findings recorded and copies of risk assessments, completed or received from external sources, sent to CNC Health & Safety Department.

Trained H & S risk assessors are responsible for undertaking General H & S risk assessments as per procedure and guidance.

Employee / Unit H & S Representatives to participate (as shall be consulted) and take part in risk assessment reviews as required

All CNPA/CNC employees and contractors to participate if consulted during risk assessments and in their work duties to observe and adhere to applicable hazard elimination or risk control measures of which they are aware of and / or advised to them.

CNC Health & Safety Department are responsible for:

- providing advice and guidance on H & S risk assessment matters to BCUC's; Heads of Departments; OUC's and Departmental Managers.
- advising on 'Topic Specific H & S risk assessments';
- central repository for all CNPA/CNC produced H & S risk assessments and those issued to CNPA/CNC by appropriate bodies such as Home Office, ACPO, Industry regulators or Site Operators;
- issuing / dissemination of all H & S risk assessments (internal and externally produced) as needed.

Relationship with the 'CNPA Risk Management Policy'

A Risk Management Framework exists for the CNPA as part of its Corporate Governance process. The intention is to provide assurance, both for the Police Authority and the Chief Constable as Accounting Officer of the CNPA, that there is a continuous process of identifying business risk to the CNPA as a whole, and that mitigating actions are being taken to reduce either the likelihood of the risks arising or their impact should they so arise.

The 'CNPA Health & Safety Risk Assessment Policy', associated policies and procedures forms part of the overall 'CNPA Risk Management Policy'.

Where Health & Safety risks are initially assessed (prior to any controlling measures) to be at an 'unacceptable' level they must be entered onto the CNC Business Risk Register. Health & Safety risks initially assessed as 'high' must be considered for entry onto the CNC Business Risk Register.

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This policy is deemed to be Human Rights compliant and suitable for public disclosure under the Freedom of Information Act 2000.

Policy is supported by the following Management System documents:

- CNC/PP/0407 Health & Safety General Risk Assessment and Control Procedure;
- CNC/H&S/GRA Manual of Health & Safety Generic Risk Assessments;
- CNC/CD/0430 Health & Safety General Risk Assessment Form;
- CNC/CD/0437 Health & Safety Risk Assessment Management Action Form;
- CNC-Strategies Manual Section 5: Health & Safety Strategy;
- CNC/MSM Section 2: Health & Safety Management System.

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