| Type: Policy | Northumbria Blood Bikes Rota Definition<br>Risk Assessment Policy and Process | | |
|---|---|---|---|
| Owner: | **Chair** | Author: | **Paul Curran** |
| Approved: | **04 April 2024** | By: | **Executive Committee** |
| Doc Ref: | **RA00** | Version: | **1.0** |

## A. Why do we need this Policy

This Policy sets out the requirements for managing Health and Safety applicable to NBB operations.

## B. Who is responsible for this Policy

The Chair is responsible for the maintenance of this policy.
The Executive Committee is responsible for approving this policy.

Any member carrying out NBB operations is bound by the rules laid out in this policy.

## C. When will this Policy be reviewed

This Policy will be reviewed a maximum of Two years following its approval or whenever significant operational changes occur that may impact on members health and safety.

## D. How will changes be notified

The latest version of the Policy will be made available via the members' library on the group website. New versions will be announced via email to all members.

## 1. Introduction

**1.1.** Risk assessment is a methodology designed to identify hazards and manage associated risk by the implementation and monitoring of effective risk control measures. It is an integral part of the Northumbria Blood Bikes (NBB) operational system for the management of health and safety of all members. Its purpose is to systematically identify hazards, to assess and evaluate risks and to control such risks to members and others who may be affected as a result of NBB operations. It applies equally to all members, as applicable and forms the basis of the creation of a safe working environment.

**1.2.** Effective risk assessment and management requires co-operation between committee, members and relevant third parties. The part that everyone plays in risk assessment is important and valued to ensure that NBB volunteers are able to carry out their duties in a safe and professional manner and minimise the impact on anyone they come into contact with.

## 2. Legal Requirements in Relation to Risk Assessment

**2.1.** As a pure voluntary organisation, NBB have no legal obligations to make an assessment of the health and safety risks arising out of work undertaken. However, it is recognised in law that volunteers should be afforded a similar level of protection as if they were employees. The purpose of the assessment is to identify what needs to be done to control health and safety risks. The requirement to undertake risk assessment as a voluntary organisation is contained in the 'Charities & Risk Management' guidance(CC26) published in June 2010 which places the onus for suitable risk assessment on the charities trustees.

**2.2.** The guidance states that a risk assessment must be 'suitable and sufficient',

**2.3.** **Suitable & sufficient**, i.e. it should show that:

- a proper check was made of relevant activities;
- you asked who might be affected and all people who might be affected were considered;
- you dealt with all the obvious significant hazards, taking into account the number of people who could be involved;
- the precautions are reasonable, and the remaining risk is low;
- you involved your members and third parties in the process.

As NBB work can be sometimes varied your risk assessment may have to concentrate more on a broad range of risks that can be anticipated.

**2.4.** The level of detail in a risk assessment should be proportionate to the risk and appropriate to the nature of the work. Insignificant risks can usually be ignored, as can risks arising from routine activities associated with life in general, unless the work activity compounds or significantly alters those risks.

**2.5.** The risk assessment should only include what the member could reasonably be expected to know – NBB are not expected to anticipate unforeseeable risks.

**2.6. A risk assessment should:**

- ensure the significant risks and hazards are addressed;
- ensure all aspects of the work activity are reviewed, including routine and non-routine activities.
- take account of the non-routine operations, e.g. maintenance, loading and unloading of vehicles, emergency operations;
- be systematic in identifying hazards and looking at risks, whether one risk assessment covers the whole activity or the assessment is divided up. For example, it may be necessary to look at activities in groups such as transport, handling substances or to divide the work environment on a geographical basis i.e. any site-specific hazards at partner sites.
- take account of the way in which work is organised, and the effects this can have on health;
- take account of risks to the public;
- take account of the need to cover fire risks.

## 3. Responsibility for Risk Assessment

**3.1.** It is the responsibility of Trustees & Committee to examine the work activities and undertakings within their areas of responsibility. Having examined such areas of responsibility, the relevant committee member must ensure suitable and sufficient risk assessments are undertaken by competent persons, are recorded, are accessible and adequately communicated to all relevant members, and are subject to a process of review.

**3.2.** All members have a responsibility to comply and operate in accordance with risk assessments and associated operational procedures.

**3.3.** A risk assessment should be completed by someone with a knowledge of the activity and equipment being assessed. They should also have a working knowledge of risk assessment in order to fully understand the process. An IOSH (Institute of Occupational Health & Safety) certificate, or equivalent is favourable but not compulsory given our volunteer status.

**3.4.** If your risk assessment identifies a number of hazards, the hazards should be to put in order of importance and address the most serious risks first.

**3.5.** Identify long-term solutions for the risks with the biggest consequences, as well as those risks most likely to cause accidents or ill health. You should also establish whether there are improvements that can be implemented quickly, even temporarily, until more reliable controls can be put in place.

## 4. Guidance on Risk Assessment in Practice

**4.1.** The risk assessment process is based on the Five Steps to Risk Assessment (HSE INDG163 available from HSE website).

- **Identify The Hazards**
- **Identify Who Might Be Harmed And How**
- **Evaluate The Risks and Decide On Appropriate Controls,**
- **Record Your Risk Assessments Significant Findings**

- **Review Your Assessment And Update If Necessary**

### 4.2. Step 1 – Identify the hazards

**4.2.1.** A **hazard** is something with the potential to cause harm i.e. vehicles, hospital labs.

**4.2.2.** A **hazardous event** occurs usually when there is some kind of interaction with the hazard e.g. driving or delivering to labs.

### 4.3. Step 2 - Who might be harmed and how

**4.3.1.** For each hazard, assess who might be harmed, either individually or groups of people as it will help to identify the best way of controlling the risk.

### 4.4. Step 3 – Evaluate the Risks and decide on appropriate control measures

**4.4.1.** A **risk** is the likelihood of potential harm from that hazard being realised. e.g. the likelihood that the hazardous event will occur, which will result in harm, and the potential severity of the harm.

**4.4.2.** Risk is a part of everyday life, the committee are not expected to eliminate all risks, a '**reasonably practicable**' approach is acceptable in the eyes of the law.

**4.4.3.** In order to evaluate the risks, a risk matrix aids in determining the risk rating by comparing the **likelihood of harm** against the **potential severity of the harm**. This is then plotted in a matrix to identify the risk rating.

**4.4.4.** Any control measures implemented should aim to reduce the risk down to zero in an ideal scenario but more likely to the 'ALARP' (As Low As Reasonably Practicable) level. It is highly unlikely that any risk can be fully eliminated without some form of impact on the activity being carried out.

**4.4.5.** The **Risk Evaluation** process looks to quantify the harm & severity elements into written & numerical formats in order to display the risk results. It also often utilises the traffic light system to better visualise the results.

| Likelihood of harm | | |
|---|---|---|
| **1** | Very unlikely | Very unlikely to occur, following consideration occurrence is not expected |
| **2** | Unlikely | Unlikely to occur, however there is a remote chance of an occurrence |
| **3** | Possible | May occur from time to time |
| **4** | Likely | It is probable that it will occur |
| **5** | Very likely | It will almost certainly occur |

| Severity of harm | | |
|---|---|---|
| **1** | Minor | Superficial injuries; minor cuts and bruises; nuisance and irritation such as headaches; ill health leading to temporary discomfort. Such injuries are unlikely to require first aid treatment. |
| **2** | Moderate | Injury or ill health effects that may require first aid treatment, but do not require admittance to hospital, and may render the affected person unable to perform their charity duties for a period of time; |
| **3** | Serious | Injuries such as, lacerations; burns; concussion; serious sprains; dermatitis; limb disorders; ill health leading to minor permanent disability. Will require more than first aid treatment. A visit to a Hospital A&E or GP. |
| **4** | Major | Amputations; major fractures; poisoning; multiple injuries. |
| **5** | Fatal / Disabling | Injuries likely to result in fatality or life changing disabilities. |

**4.4.6.** When the two tables are then combined it produces a Risk Evaluation Matrix providing a practical format for assessing risks.

**Risk Evaluation Matrix**

| Severity | Risk Rating | | | | | Risk Rating |
|---|---|---|---|---|---|---|
| **5** - Fatality | **5** Moderate | **10** Substantial | **15** Intolerable | **20** Intolerable | **25** Intolerable | |
| **4** - Major | **4** Moderate | **8** Moderate | **12** Substantial | **16** Intolerable | **20** Intolerable | |
| **3** - Serious | **3** Tolerable | **6** Moderate | **9** Substantial | **12** Substantial | **15** Intolerable | |
| **2** - Moderate | **2** Tolerable | **4** Moderate | **6** Moderate | **8** Moderate | **10** Substantial | |
| **1** - Minor | **1** Trivial | **2** Tolerable | **3** Tolerable | **4** Moderate | **5** Moderate | |
| **Severity x Likelihood** | **1** - Very Unlikely | **2** - Unlikely | **3** - Possible | **4** - Likely | **5** - Very Likely | |
| | **Likelihood** | | | | | |

**4.4.7.** The 5 risk groups can then be better identified by their numerical scores making it easier for risk assessors to identify where additional control measures may need to be applied and allow users to better understand the risk levels they are working in.

| Evaluated Risk Level | Guidance | Matrix Score |
|---|---|---|
| **Intolerable** | Work should not be started or continued until the risk has been reduced. If it is not possible to reduce risk even with unlimited resources, work has to remain prohibited e.g. Operating bikes on Icy road conditions | **15-25** |
| **Substantial** | Work should not be started until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. For NBB purposes, Substantial & Intolerable risk are much the same and action must be taken immediately to reduce the risk. | **9-12** |
| **Moderate** | Efforts should be made to reduce the risk but the costs of prevention should be carefully measured and evaluated. Risk reduction measures should be implemented within a defined time period. Where the moderate risk is associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood or harm and determining the need for improved control measures. | **4-8** |
| **Tolerable** | No additional controls are required. Consideration may be given to a more cost-effective solution or improvements that impose no additional cost burden. Monitoring is required to ensure that the controls are maintained. | **2-3** |
| **Trivial** | No action is required, however documentary records need to be kept. | **1** |

### 4.5. Step 4 – Record the significant findings

**4.5.1.** When writing down your results the level of detail provided should be proportionate to the nature of the hazard and severity of the risk, ensuring that risk control measures are specific, concise and can be understood by all relevant members.

**4.5.2.** If the risk assessment identifies a number of hazards, they should be inputted in the order of importance and address the most serious risks first.

**4.5.3.** Identify long-term solutions for the risks with the biggest consequences, as well as those risks most likely to cause accidents or ill health.

**4.5.4.** Any member carrying out an activity where a risk assessment has been undertaken and documented must be directed to that document prior to commencing any work. It is the responsibility of the trainer to ensure this forms part of any training session before a member can be fully signed off as competent.

**4.5.5.** Equally, it is the responsibility of the member to read and fully understand any activity associated risk assessments and raise any concerns they may have regarding the content or understanding of any document.

### 4.6. Step 5 – Reviewing Risk assessments

**4.6.1.** As with any process, changes are likely to occur over time either with the process, associated equipment or both, therefore a recorded period of re-evaluation must be incorporated into the process to ensure continued monitoring of activities likely to harm members.

**4.6.2.** The period is typically over a fixed time however any significant change in the working process should be re-evaluated to assess whether the risks have altered sufficiently. If this is deemed to be the case then the risk documents must be updated as soon as possible and made available to relevant members.

## 5. Risk Documentation

**5.1.** To aid the recording of any risk activity, an appropriate proforma is available in the library (RAPRO). This proforma lays out the tabular recording of the risk assessment including persons at risk and a risk rating guide to aid completion.

**5.2.** The document should be completed as comprehensively as required to cover all possible hazards with the greatest hazards listed first.

**5.3.** These documents, once completed will form part of any training or shadow sessions and NBB members must have sight of them prior to undertaking any training or solo activities.

## 6. Exceptions and Variations

**6.1.** Any exceptions or variations will be at the discretion of the Chair, or a Committee Member.

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| **Version Control and History** | | | |
| **Date** | **Version** | **Author:** | **Reason For Change** |
| April 2024 | 1.0 | Paul Curran | First Version |