

## AVP Britain Risk Assessment Policy

AVP Britain Trustees are aware of the various risks involved in running the charity, and take steps to mitigate them. This policy outlines the procedures for mitigating risks at AVP workshops and other events organised by AVP Britain.

This policy applies to all members of staff, either permanent or temporary, to volunteers and to those working for AVPB under a contract for services

The risk management policy aims to ensure that there are effective and efficient arrangements for the identification, assessment and management of risk.

**The purpose of risk assessment** is to identify all possible causes of harm and the measures needed to avoid them. Risk assessments should enable resources to be directed where they are most needed. They should be done systematically but using common sense.

**A risk assessment form** must be filled in for each activity taking place by those responsible. There will be common features for most AVP workshops but each organiser and workshop team should consider whether there are special features which need extra attention. Other events may pose different risks that the organisers will need to consider.

It is not intended that this becomes an extra burden on a team but is seen as a helpful way of ensuring that all our activities are well considered in terms of safety and carry the lowest risks possible.

When working in establishments such as prisons or schools, the organisers should determine what, if any, risk assessment has been done by the organisation being visited.

### Identifying Hazards

A hazard is something that has the potential to cause harm – it might be physical or an aspect of the activity; each hazard identified should be recorded in a different row of the risk assessment form.

**Particular risk:** this identifies a person involved in the activity who is at high risk, e.g. someone known to have particular needs or disabilities

**Hazard evaluation:** the assessor makes a judgement including both the potential severity of the risk and the likelihood of it occurring and classifies it as low (L), medium (M) or high (H).

**Action required / taken:** this identifies the actions that are necessary to minimise the risk; it should state specific things that are required and actions already taken; where action has not been taken because it is judged to be impossible this should be stated clearly.

**Remaining risk:** this identifies the risk remaining after all precautions have been carried out; again a judgement is required as to whether the remaining risk is low, medium or high.

**Reasonably feasible:** if the remaining risk column contains a number of highs or mediums a judgement is required whether all has been done that can be done and whether it is advisable to proceed or not.

**Review and report:** every team has the responsibility at the completion of the activity to review whether there have been unidentified hazards or incidents which should be the subject of an incident report. This is necessary to minimise the risk of similar occurrences in the future and to provide on-the-spot evidence in case of a complaint or an insurance claim.

Approved by Trustees June 2018  
Next scheduled review: June 2021