

THE HIGHLAND & WESTERN ISLES VALUATION JOINT BOARD

Policy on Risk Assessment

1. Introduction

This policy document refers to the following aims and objectives outlined in the Board's general statement of Health, Safety & Wellbeing Policy:-

- a) The provision and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health.
- b) Arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- c) The provision of such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of its employees.
- d) So far as is reasonably practicable, as regards any place of work under the Board's control, the maintenance of it in a condition that is safe and without risks to health and the provision and maintenance of means of access to and egress from it that are safe and without such risks.
- e) The provision and maintenance of a working environment for employees that is, so far as is reasonably practicable, safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work.
- f) Identifying and assessing the risks associated with all activities of the Board with the aim of eliminating or controlling the risks, so far as is reasonably practicable.

2. Risk Assessment

2.1 The Highland & Western Isles Valuation Joint Board acknowledges the importance of risk assessment in terms of its overall management of health and safety. Arrangements will therefore be made to ensure that risk assessments are carried out throughout the range of the Board's work activities and premises. In particular, the risk assessment process will:-

- a) Identify hazards
- b) Determine who might be harmed
- c) Determine the likelihood of harm occurring

- d) Identify appropriate measures necessary to control or eliminate the risk
- e) Record findings
- f) Arrange for monitoring and review

3. Arrangements

- 3.1 Senior Management will be responsible for ensuring that the risk assessment process is fully implemented in all areas of the department and that procedures are in place for dealing with situations of serious and imminent danger.
- 3.2 Staff should report any hazard which they believe is not adequately controlled to their line manager to enable:-
 - a) An initial assessment of risk to be carried out or
 - b) A review of an existing assessment
- 3.3 All employees must ensure that they comply with any control measures identified by the risk assessment process, i.e. use of machine guards, personal protective equipment and safe systems of work.

4. Information, Instruction & Training

- 4.1 All staff will be informed of the work related hazards they may be exposed to and the control measures necessary to prevent harm occurring.
- 4.2 Suitable instruction and training will be given to ensure that staff are familiar with the use of appropriate controls and the need for implementation of those measures.
- 4.3 Training will be also be provided for all persons given the responsibility of carrying out risk assessments.

5. Guidance

- 5.1 Guidance will be issued in respect of the recommended means of implementing the following aspects of this policy:-
 - a) Legal requirements
 - b) The risk assessment process
 - c) Application of the process within the department
 - d) Training

- e) Monitoring and review

6. Legal Reference

- 6.1 This policy and its associated guidance outline the provisions the Board will make to discharge its duties in relation to the following statutory requirements:-
 - a) The Health & Safety at Work etc. Act 1974, Section 2, - "The duty to ensure so far as is reasonably practicable, the health, safety and welfare at work of all its employees".
 - b) The Management of Health and Safety at Work Regulations 1992, Regulation 3, - "The requirement to assess risks arising from work activities".