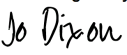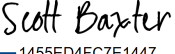**sport**scotland
the national agency for sport

Risk Assessment
Policy

Version control

The version history must reflect the current status of a document, i.e., whether it is in its draft or approval status. The table shall reflect the date issued / approved, who by, the current version, and a brief statement outlining the amendments made.

Rev:	Status / amendments	By	Date
1_01	Draft created	C. Warden	15.11.2022
1_02	Final draft issued to **sport**scotland	A. MacDonald	22.06.2023
1_03	Comments received from Health and Safety Operational Group Document amended	M. Fraser	19.09.2023

Document creation / approval

	Signature	Title	Date
Prepared by: Christopher Warden (Amalgamate – Safety Risk Management Ltd)		Health & Safety Consultant	22.06.2023
Approved By: Jo Dixon on behalf of the H&S Committee	DocuSigned by: Jo Dixon 889E63E8056342B...	Head of Human Resources	26.09.2023
Approved By: Scott Baxter on behalf of PCS Union	DocuSigned by: Scott Baxter 1455ED4FC7E1447...	Trade Union Representative	26.09.2023

Contents

Introduction

Risk assessments are used to identify, implement, monitor and review the dangers in a working environment. Once a risk assessment has been planned, carried out and documented, changes and improvements can be implemented in the workplace to prevent these potential hazards from causing your employees any harm.

We must deal with risk in every part of our lives; however, the acceptability of risk relates to the standards adopted by **sport**scotland and the regulatory authorities.

Whilst the ultimate responsibility is vested in the Chief Executive Officer, the success of this policy will require the involvement and commitment of everybody within the organisation. **sport**scotland will ensure that adequate resources are made available to fulfil this policy and employees will, where appropriate, be consulted with and involved at every relevant stage.

Scope

The following arrangement have been prepared for all **sport**scotland premises as detailed in the Health and Safety Policy.

This policy applies to all managers, employees, contractors, visitors, members of the public and any others who may be affected by the activities of **sport**scotland.

Policy statement

sportscotland will ensure that risk assessments are completed for significant activities. Some employees will also have a significant part to play in the writing, communicating and reviewing of risk assessments and will be given suitable training to do this effectively.

We have identified the key areas where assessments are required and outlined the main controls required to be in place. These can only be written as 'suitable and sufficient' assessments with the input of competent employees involved in the tasks.

We will ensure that:

- Assessments are carried out and records are kept;
- Control measures are introduced because of assessments and that they are implemented and followed – with the most significant hazards having the greatest priority for action;
- Employees are informed of the relevant results and provided with necessary training;
- Risk assessments are reviewed at least annually and following any significant changes, any incident and following any change in legislation or guidance; and
- Suitable information, instruction and training will be provided to all employees involved in the risk assessment process to ensure a suitable level of competence.

We will adopt the HSE's 5 Step Process to Risk Assessment, which includes:

- Step 1: Identify the hazards;
- Step 2: Decide who might be harmed and how;
- Step 3: Evaluate the risks and decide on precautions;
- Step 4: Record your findings and implement them; and then
- Step 5: Review your risk assessment and update if necessary.

Some examples of key assessments that are required include (this is not an exhaustive list):

- Workplace assessments;
- Activity based assessments;
- A fire risk assessment;
- Hazardous substance (aka COSHH) assessments;
- Display screen equipment assessments; and
- Manual handling assessments.

Others will be completed as and when required, for example:

- New and expectant mothers;

- Young persons (under 18); and
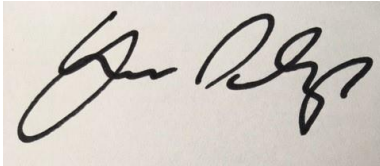
- Lone workers.

sportscotland's policies and procedures will adhere fully with all current UK legislation in relation to health, safety and welfare including (but not limited to) the Health & Safety at Work etc. Act 1974, Management of Health and Safety at Work regulations 1999, The Work at Height Regulations 2005 and all subsequent regulations.

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Policy review

This policy and the arrangements contained within, will be reviewed at least annually by the Health and Safety Committee and will be updated as necessary. The Senior Management Team endorses this policy and is fully committed to its implementation.

Signed on behalf of **sport**scotland

Name: Forbes Dunlop
Position: Chief Executive Officer
Dated: 26 September 2023

Roles and responsibilities

Chief Executive Officer

sportscotland's Chief Executive Officer is ultimately responsible for the health and safety of employees and others affected by our activities.

The Chief Executive Officer has delegated executive responsibility for health and safety to the Director of Operations. The delegated role is supported by the Head of Human Resources.

Director of Operations and the Head of Human Resources

Together, they will:

- Be responsible for implementing the Risk Assessment Policy;
- Ensure that adequate resource is made available to comply with legislation and policy;
- Ensure proposed arrangements in place are adequate for their intended purpose;
- Ensure that arrangements are clearly communicated to all employees, contractors and visitors;
- Ensure a robust, efficient and effective reporting system is in place; and
- Regularly review of the Risk Assessment Policy and arrangements.

Health and Safety Operational Group

They will:

- Plan a site wide risk assessment, taking into account the size and layout of the premises, and the occupants;
- Consider adequate control measures for the premises;
- Action control measures outlined in the risk assessment in order of priority;
- Monitor the control measures implemented, and ensure they are adequate for the goal intended of reducing risk to an acceptable level;
- Provide adequate training of employees to understand the controls and be better equipped to tackle risk on the premises;
- Review the risk assessments on a regular basis, either annually or when there is a change in layout, procedure or legislation;
- On completion of the reviewal, plan changes to the risk assessment to meet **sport**scotland's needs and repeat this process; and
- Seek assistance from the Health and Safety Officer if requiring assistance.

Line managers

They will:

- Plan and develop localised risk assessments of the activities their team will be undertaking, and also the working environment the teams are working with;

- Consider and implement adequate control measures for the activities and localised work environment;

- Action control measures outlined in the risk assessment in order of priority;

- Monitor the control measures implemented, and ensure they are adequate for the goal intended of reducing risk to an acceptable level;

- Ensure employees are trained on the activity-based risk assessments;

- Monitor employee compliance, and bring any issues up in further training meetings;

- Review the risk assessments on a regular basis, either annually or when there is a change in layout, procedure or legislation;

- On completion of the review, plan changes to the risk assessment to meet **sport**scotland's needs and repeat this process;

- Seek assistance from the Health and Safety Officer if requiring assistance; and

- Report injuries, incidents or near misses in the Accident/Incident Report Form (AIRF).

Contractor Sponsor

They will:

- Ensure that any contractor planning work on **sport**scotland premises, have carried out their own work activity risk assessments;

- Review the contractor's risk assessment to ensure the controls mentioned are adequate for the premises being worked on;

- When a permit to work has been issued, ensure the control measures are listed and actioned while on the premises; and

- Enforce control measures outlined in the permit to work to protect all employees, contractors and visitors from the contracted works.

All employees

They will:

- Familiarise themselves with this policy and the procedures it contains, and co-operate in implementing its contents;

- Not take part in work activities, especially those of higher risk, without an adequate risk assessment been carried out and control measures have been implemented;

- Cooperate with control measures outlined in risk assessments;

- Arrive for training if, and when, required;

- Report any issues of concern, breaches of control measures, which will assist in the reviewal of risk assessments for future reference; and

- Report any injuries, incidents or near misses with their line manager, or in the Accident/Incident Report Form (AIRF).

Arrangements and guidance – five steps to risk assessment

Step 1: Identify the hazards

- Walk around your venue and look at what could reasonably be expected to cause harm;

- Ask employees what they think. They may have noticed things that are not immediately obvious to you;

- Visit the HSE website. HSE publishes practical guidance on where hazards occur and how to control them. There is much information on the hazards that might affect your event;

- Check manufacturers' instructions or data sheets for chemicals and equipment as they can be very helpful in spelling out the hazards and putting them in their true perspective; and

- Remember to think about long-term hazards to health (e.g., high levels of noise or exposure to harmful substances) as well as safety hazards.

Step 2: Decide who might be harmed and how

For each hazard, you need to be clear about who might be harmed; it will help you identify the best way of managing the risk. That doesn't mean listing everyone by name, but rather identifying groups of people.

Remember:

- Some workers have particular requirements, e.g., new and young workers, migrant workers, new or expectant mothers and people with disabilities may be at particular risk. Extra thought will be needed for some hazards;

- Cleaners, visitors, contractors, maintenance workers etc, who may not be in the venue all the time;

- Members of the public if they could be hurt by your activities; and

- Ask others if they can think of anyone you may have missed.

In each case, identify how they might be harmed, i.e., what type of injury or ill health might occur. For example, 'shelf stackers may suffer back injury from repeated lifting of boxes'.
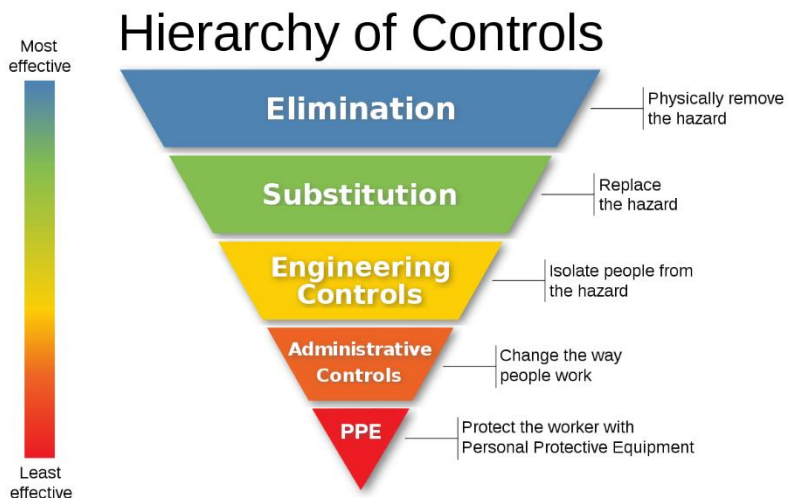
Step 3: Evaluate the risks and decide on precautions

Having spotted the hazards, you then have to decide what to do about them. The law requires you to do everything 'reasonably practicable' to protect people from harm. You can work this out for yourself, but the easiest way, is to compare what you are doing with good practice.

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First, look at what you're already doing, think about what controls you have in place and how it is organised. Then compare this with the good practice and see if there's more you should be doing to bring yourself up to standard.

The hierarchy of controls is a way of determining which actions will best control hazards. The hierarchy of controls has five levels of actions to reduce or remove hazards. The preferred order of action based on general effectiveness is:

1. Elimination
2. Substitution
3. Engineering controls
4. Administrative controls
5. Personal protective equipment (PPE)

Using this hierarchy can lower worker exposures and reduce risk of illness or injury. Below you can find guidance on each of the following categories.

Elimination

Elimination removes the hazard at the source. This could include changing the work process to stop using a toxic chemical, heavy object, or sharp tool. It is the preferred solution to protect workers because no exposure can occur.

Substitution

Substitution is using a safer alternative to the source of the hazard. An example is using plant-based printing inks as a substitute for solvent-based inks, or a less hazardous substance for cleaning the workplace.

When considering a substitute, it's important to compare the potential new risks of the substitute to the original risks. This review should consider how the substitute will combine with other agents in the workplace. Effective substitutes reduce the potential for harmful effects and do not create new risks.

Elimination and substitution can be the most difficult actions to adopt into an existing process. These methods are best used at the design or development stage of a work

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process, place, or tool. At the development stage, elimination and substitution may be the simplest and cheapest option. Another good opportunity to use elimination and substitution is when selecting new equipment or procedures.

Engineering controls

Engineering controls reduce or prevent hazards from coming into contact with workers. Engineering controls can include modifying equipment or the workspace, using protective barriers, ventilation, and more.

The most effective engineering controls:

- Are part of the original equipment design;
- Remove or block the hazard at the source before it comes into contact with the worker;
- Prevent users from modifying or interfering with the control;
- Need minimal user input for the controls to work; and
- Operate correctly without interfering with the work process or making the work process more difficult.

Engineering controls can cost more upfront than administrative controls or PPE. However, long-term operating costs tend to be lower, especially when protecting multiple workers. In addition, engineering controls can save money in other areas of the work process or facility operation.

Administrative controls

Administrative controls establish work practices that reduce the duration, frequency, or intensity of exposure to hazards. This may include:

- Work process training;
- Working in teams rather than alone;
- Ensuring adequate rest breaks;
- Limiting access to hazardous areas or machinery; or
- Adjusting speed limits.

PPE

PPE is equipment worn to minimise exposure to hazards. Examples of PPE include gloves, safety glasses, hearing protection, hard hats, and respirators. When employees use PPE,

employers should implement a PPE programme. While elements of the PPE programme depend on the work process and the identified PPE, the programme should address:

- Workplace hazards assessment;
- PPE selection and use;
- Inspection and replacement of damaged or worn-out PPE;
- Employee training; and
- Programme monitoring for continued effectiveness.

Employers should not rely on PPE alone to control hazards when other effective control options are available. PPE can be effective, but only when workers use it correctly and consistently. PPE might seem to be less expensive than other controls, but can be costly over time. This is especially true when used for multiple workers on a daily basis.

When other control methods are unable to reduce the hazardous exposure to safe levels, employers must provide PPE.

This includes:

- While other controls are under development;
- When other controls cannot sufficiently reduce the hazardous exposure; or
- When PPE is the only control option available.

Administrative controls and PPE require significant and ongoing effort by workers and their supervisors. They are useful when employers are in the process of implementing other control methods from the hierarchy. Additionally, administrative controls and PPE are often applied to existing processes where hazards are not well controlled.

Training and evaluation can help ensure selected controls are successful. Employers should correctly train workers and supervisors on how to use controls. Workers and their supervisors should evaluate controls on a regular basis. Regular evaluation can check whether controls are effective in reducing workers' exposures and identify potential improvements.

Step 4: Record your findings and implement them
Putting the results of your risk assessment into practice will make a difference when looking after people.

Writing down the results of your risk assessment, and sharing them, encourages you to do this.

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When writing down your results, keep it simple, for example 'Tripping over rubbish: bins provided, employee instructed, weekly housekeeping checks'.

Do not expect a risk assessment to be perfect, but it must be suitable and sufficient. As illustrated by our example risk assessments, you need to be able to show that:

- A proper check was made;

- You asked who might be affected;

- 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; and

- You involved your employees or their representatives in the process.

Step 5: Review your risk assessment and update if necessary
Things are likely to change between first conducting your risk assessment. It makes sense therefore, to review what you are doing on an ongoing basis.

Look at your risk assessment and think about whether there have been any changes? Are there improvements you still need to make? Have other people spotted a problem? Have you learnt anything from accidents or near misses? Make sure your risk assessment stays up to date.

There is no legal time frame for when you should review your risk assessment. It is at your discretion to decide when a review is deemed necessary, but the risk assessment is a working document and, as **sport**scotland experiences change, this information should be recorded and updated.

As a guide, the HSE recommends that risk assessments be reviewed on an annual basis.