

<b>Title:</b>	<b>Title:</b> Risk Assessments
<b>Keywords:</b>	Risk, Assessments, Health, Safety, Prevention, Hazardous, Substances, Manual, Handling, DES, Tools, Training, Dangers.
<b>Description:</b>	Policy regarding Assessing Risk at UKfilmNet
<b>Publish Date:</b>	February 2018
<b>Next Review Date:</b>	Every three years

## UKfilmNet Risk Assessment Statement

### 1. Policy

The purpose of risk assessment is to identify hazards and evaluate any associated risks to health and safety arising from UKfilmNet's activities, enabling informed decisions to be taken to eliminate or minimise any risk of harm.

Under Regulation 3(1) of the Management of Health and Safety at Work Regulations 1999 UKfilmNet has a duty to make a suitable and sufficient assessment of the risks to the health and safety at work of employees and others (including students) who may be affected by our operations.

It is the responsibility of UKfilmNet leadership to ensure that risk assessments are conducted by their staff (and where required by students) in respect of the activities carried out under their control. These risk assessments must be recorded and the relevant individuals need to be notified of the significant findings. Risk assessments can also assist in the identification of requirements for, and levels of, instruction, information, training and supervision that may be required for the activity.

Risk assessments do not have to be complicated; the level of detail contained in them should be relevant to the level of the risk involved with the activity. In some cases a risk assessment may lead to the clarification and documenting of local team/service protocols and procedures that are often already in place. The analytical process involved with risk assessment and control can also result in efficiencies to existing processes being identified.

Managers at UKfilmNet are responsible for taking-action on any points raised during the risk assessment process to eliminate any identified risks or to reduce them to an acceptable level.

Where, as a result of the risk assessment process, residual risks remain unacceptably high, then a formal written safe system of work must be compiled in order to identify and implement a higher level of control over the risks presented by the activity. Such instances should always be brought to the attention of the leadership team.

### 2. General Principles of Harm Prevention

UKfilmNet has made a commitment to promote a culture of health and safety practice leading to the avoidance or reduction of risk and ensure compliance with all relevant legislation. The main principles of risk management are defined in legislation as:

- Avoiding risks.
- Evaluating the risks which cannot be avoided.
- Combating the risks at source (e.g. physical methods rather than signs indicating danger).
- Adapting the work to the individual, especially as regards the design of workplaces, the choice of work equipment, the choice of working and production methods, with a view to reduce any negative effect on health.
- Adapting or redeveloping processes to technical progress.
- Replacing the dangerous by the non-dangerous or the less dangerous.
- Developing a coherent overall prevention policy which covers technology, organisation of work, working conditions, social relationships and the influence of factors relating to the working environment.
- Giving collective protective measures priority over individual protective measures
- Giving appropriate instructions to employees.

### **3. Assessment**

UKfilmNet has Risk Assessment evaluation documents for staff and volunteers to use in assessing general risks.

### **4. Training**

As well as receiving bespoke training in the role, staff and volunteers are encouraged to review Risk Assessment guidelines and assessments documents and thereafter be able to offer support to colleagues in undertaking assessments.

### **5. Risk Assessment – general points**

UKfilmNet has several 'layers' of risk assessment to facilitate for very specific assessments to be recorded as well as a wider strategic approach to the management of risk.

The risk assessment evaluation document will significantly improve UKfilmNet's position in terms of the ability to hold a central repository of all risk assessments – providing the further opportunity to capture a UKfilmNet wide risk matrix.