

Title:	Health and Safety: Risk Management	
Last Reviewed:	19/09/14	This document applies to employees of the:
Version Number:	07	Chief Constable
SOUTH WALES POLICE MISSION & VISION:		
<p>KEEPING SOUTH WALES SAFE</p> <p>TO BE THE BEST AT UNDERSTANDING AND RESPONDING TO OUR COMMUNITIES' NEEDS</p>		
SOUTH WALES POLICE PROCEDURE OBJECTIVE:		
To control risks in the workplace as far as is reasonably practicable, protecting employees, the public and maintain standards of attendance for the delivery of policing services to our communities.		
GENERIC RISK ASSESSMENT:		
See H&S Risk Management Handbook for information on Generic Risk Assessment.		
PROCEDURE:		
ROLES AND RESPONSIBILITIES		
<p>Chief Officers Chief Officers will have ownership of South Wales Police Generic Risk Assessments and through their line management arrange for their development, publication and review as outlined in the General Guidance and Procedure for Health and Safety.</p> <p>BCU and Departmental Heads Divisional Commanders and Heads of Department and through their line management are responsible for ensuring:</p> <ul style="list-style-type: none"> • Compliance with this procedure • A programme of risk assessments is developed and followed (including, where appropriate, the development of generic risk assessments) • Control measures are implemented to reduce the risk to the lowest level reasonably practicable • Staff are informed of the results of the risk assessments and the safe working methods • Staff are provided with training to undertake risk assessments and appropriate information is made available • Where staff work in environments not controlled by South Wales Police, staff are encouraged through training, reporting of hazards and management commitment to assess each situation as to the possible risks that may be present • Copies of the risk assessment and the related documentation must be kept in a place where it is readily available for those undertaking the work and for inspection, (e.g. HMIC, force safety representatives and Inspectors of the Health and Safety Executive) • Incidents are reported in accordance with the RIDDOR • All incidents are investigated to identify the causes and level of compliance with legislation/procedure and to consider whether an amendment to the risk assessment is necessary • Making suitable arrangements to monitor the progress of programmes of risk 		

assessment and implementation of control measures

Managers are responsible for:

- Being aware of their duties as outlined above
- Discharging those duties accordingly as outlined within the accompanying handbook
- Ensuring that the Managers Checklist is completed annually and submitted to the BCU/Departmental Health and Safety Committee

BCU/Departmental Health and Safety Committee are responsible for:

- Monitoring the implementation of this procedure
- Monitoring the programme of risk assessments
- Monitoring the implementation of control measures
- Reviewing the manager's checklist annually

Learning & Development Services are responsible for:

- Providing training to managers in managing health and safety
- Providing training for staff in undertaking risk assessments.
- Including the concept of dynamic risk assessments in role specific training provided to all staff

Occupational Health Professionals will:

- Provide advice on occupational health issues identified in risk assessment e.g. health surveillance

Health and Safety Advisor will;

- Provide advice on this procedure
- Provide advice on risk assessments
- Review this procedure regularly or in the light of any relevant changes e.g. change in legislation

[Click here to view the full Guidance associated with this process](#)

FORMS:

- [SWP Risk Assessment Form](#)
- [Assessing Current Controls](#)
- [Criteria for Estimating Risk](#)
- [Dynamic Risk Assessment \(DRA\) Flowchart](#)
- [Managers Checklist](#)
- [Managing Risk Assessments](#)
- [Process for Referral Health Safety and Wellbeing Board](#)