



Risk management policy

Updated January 2011

1. Planning Aid Wales will continue to develop and operate a risk management policy. The following guidelines have been used to create a matrix which will be used for assessing risk in the workplace. This will be undertaken on an annual basis by the Chief Executive, and at other times if there are significant changes to premises or working practices. The Board will be kept fully informed.

Principles

2. The purpose of risk assessment is to identify the measures needed to protect employees, trustees, volunteers, visitors and others who may be affected by the risk. All staff are encouraged to be vigilant and report any hazards to the Chief Executive.

3. Members of staff are encouraged to adopt the following protective and preventative measures:

- a) Where possible, avoid risk altogether.
- b) Reduce unavoidable risk to a minimum.
- c) Adapt work practices to minimise adverse effects on health and safety.
- d) Give priority to measures which protect the whole workplace.
- e) Encourage and promote an active health and safety culture within Planning Aid Wales.