



Marshall Creative Risk Assessment Policy

1. Purpose and Scope

Risk assessment is a fundamental component of Marshall Creative's commitment to maintaining a safe and secure working environment. This Risk Assessment Policy outlines the framework for identifying, evaluating, and managing risks to ensure the well-being of our employees, clients, and stakeholders.

2. Objectives of Risk Assessment

- Identify Hazards: Systematically identify and document potential hazards and risks within the workplace.
- Evaluate Risks: Assess the likelihood and severity of identified risks to prioritize and determine appropriate control measures.
- Implement Control Measures: Develop and implement effective control measures to mitigate and manage identified risks.
- Compliance: Ensure compliance with relevant health and safety regulations and industry standards.

3. Responsibilities

- Management: Leadership at Marshall Creative is responsible for providing the necessary resources, support, and oversight for effective risk assessment processes.
- Employees: All employees are responsible for actively participating in risk assessments, reporting hazards, and adhering to established control measures.

4. Risk Assessment Process

- Identification of Hazards: Regularly review and identify potential hazards across all work areas and activities.
- Risk Evaluation: Assess the likelihood and severity of identified risks using a standardized risk matrix.
- Control Measures: Develop and implement control measures to eliminate or reduce identified risks to an acceptable level.
- Documentation: Document all findings, assessments, and control measures in a centralized risk register.

5. Frequency of Risk Assessments

- Conduct risk assessments:
 - Before the introduction of new processes, activities, or equipment.
 - When there are significant changes to existing processes or the work environment.
 - Regularly as part of ongoing health and safety monitoring.



6. Training and Competence

- Provide training to employees involved in the risk assessment process.
- Ensure that those conducting risk assessments have the necessary competence and knowledge.

7. Communication of Risks

- Communicate identified risks and control measures to relevant employees.
- Ensure that employees are aware of potential hazards and understand their role in maintaining a safe workplace.

8. Review of Control Measures

- Regularly review the effectiveness of implemented control measures.
- Modify control measures as needed based on changes in processes, technology, or identified deficiencies.

9. Integration with Other Policies

- Integrate risk assessment processes with other relevant policies, such as Health and Safety, Environmental, and Security policies.

10. Consultation and Involvement

- Involve employees in the risk assessment process by seeking input and feedback.
- Encourage open communication to ensure that employees are aware of potential risks and are actively engaged in mitigation efforts.

11. Reporting and Record-Keeping

- Establish a reporting system for employees to report new hazards or concerns.
- Maintain detailed records of risk assessments, including identified hazards, evaluations, control measures, and follow-up actions.

12. Emergency Preparedness and Response

- Integrate risk assessments into emergency preparedness and response plans.
- Ensure that employees are trained on emergency procedures based on identified risks.

13. External Stakeholders

- Collaborate with contractors, vendors, and other external stakeholders to assess and manage risks associated with their activities on our premises.



14. Continuous Improvement

- Implement a continuous improvement process to regularly review and enhance the effectiveness of the risk assessment program.

15. Review and Revision

This Risk Assessment Policy will be reviewed periodically to ensure its continued relevance and effectiveness. Necessary revisions will be made to adapt to changes in laws, regulations, and industry best practices.

This Risk Assessment Policy reflects Marshall Creative's commitment to a systematic and proactive approach to identifying and managing risks, ensuring a safe and secure working environment for everyone involved in our operations.

Signed
Darren Marshall [DIRECTOR]

21st Jan 2024