



Building Risk Assessment

Policy

Dudley Mind accepts its legal and moral duty to protect the safety of its staff, service users, volunteers, visitors and contractors. This extends to carrying out risk assessment on the buildings that we use.

We will carry out building risk assessments annually, using the standard assessment format recommended by the Health and Safety Executive (see below) Supported houses will be assessed by supported housing officers, community venues will be assessed by the day services community team, Dove House by the day services manager and head office by the Operations Manager. Assessment will not be conducted in isolation; those people who use the building will be asked to be involved. For example, head office staff will be asked to say if they find anything dangerous or if they have experienced a near miss. Once completed the assessment will be circulated for comment. It will then be stored on the premises in question if this is appropriate (head office and Dove House) or in the relevant health and safety folder for day services or floating support services. Staff and service users will be expected to be familiar with those risk assessments that effect them.

Review

This procedure will be reviewed every three years, unless there is a change in legislation that demands changes to be made more quickly.

