

OA Day Care	Reablement / Domiciliary Services	OA Residential Care	DMH Day Services	DMH Supported Living	DMH Residential Services	EIA'd
✓	✓	✓	✓	✓	✓	✓

R2 Risk Assessments (General and Individual)

POLICY

To ensure all staff comply with all legal requirements in relation to Risk Assessment in the workplace. The Cumbria Care procedure must be used in conjunction with Cumbria County Council Safety procedure 15 – risk assessment.

PROCEDURE

The 5 principles of risk assessments are:

1. Identify the hazard
2. Decide who may be harmed and how
3. Assess the risks and take action
4. Make a record of the findings
5. Review the risk assessment

General Risk Assessments

1. Some general risk assessments are available on SharePoint within the Cumbria Care policies and procedures folder under Health and Safety.
2. These should be used to provide initial information when undertaking local risk assessment. Information must be adapted to represent local conditions, activities, environmental factors and service user skills and abilities.
3. The General Risk Assessment Appendix 1 must be used to record local general risk assessments **that are not already included in the Health and Safety Sharepoint folder**. There is an example at appendix 1a of a DMH activity.
4. The general risk assessment form records the principles under the following headings:
 - **Identify the hazard/activity**
What could cause an accident, injury or problem for others?
 - **The risk**
What is the likely injury, harm or ill-health? E.g. Death, serious injury, Slip/Trip or fall, financial abuse
 - **Record of individuals at risk**
Who is likely to be harmed?
 - **The Level of Risk**
This is the Health and Safety consequence multiplied by the likelihood of occurrence. There is a matrix at the bottom of each form to calculate this **and guidance below**.
 - **Control measures (Current)**
How is the risk being managed already? **And can the measures be evidenced?**
 - **Control measures (Additional)**

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Any additional control measures required; who is to action, when and how?

- **Resulting Level of Risk**

This is the Health and Safety consequence multiplied by the likelihood of occurrence. To recalculate this use the matrix at the bottom of each form **and guidance below**. Current and additional control measures should reduce the level of risk.

5. The form must be reviewed on a regular basis (as identified in the review schedule box) or as needed using the boxes at the top of the form. Risk assessments must be reviewed following accidents and incidents or any change in the service user's needs / circumstances.
6. General risk assessments must be stored in a General Risk Assessment folder / file.

Individual Risk Assessments

1. One individual risk assessment must be completed to include all identified risks. Appendix 2 Individual Risk Assessment must be used. Appendix 2a is an example. The headings on the form are the same as the general risk assessment.
2. Current and additional control measures must clearly sign post staff to appropriate sections of the care / support plan, other assessments, protocols, behaviour management plans etc, that already inform staff about how to manage individual risk. There is no need to repeat information on the risk assessment that is already recorded elsewhere.
3. The additional control measures column must clearly record what further actions may need to be taken, who is going to be responsible for taking the action and in what timescale. If necessary, other relevant documents will need to be updated.
4. Individual risk assessments must be stored with the service user's care / support plan.

Saving / Updating / Archiving

- New documents should be saved in the format:
- Service User surname and initial, document name and date e.g
- Potter H Risk Assessment 2016.10.19
- Please use the date format YYYY.MM.DD as this will save documents in date order.
- Any updates must be "saved as" with the same title, but with the date in the file name updated to the date changes have been made.

To "save as"

- Open the document then click on the File tab at the top left of the screen

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- Click on 'save as'. Update the file name then click save. Then make any required changes and save prior to closing the document.

This provides an ongoing record of changes to support provided. All documents, including protocols, risk assessments etc. should be saved in this way.

Action Table	
Risk Colour	Action
Low Risk	<ul style="list-style-type: none"> • Accept the Risk • No further action is required. • Supervision is required to ensure that the all the controls are actually used ensure the risk remains within this colour band. • Assessment form should be kept in local risk folder which demonstrates an awareness of a potential hazard and assessment of risk.
Medium Risk	<ul style="list-style-type: none"> • Retaining the risk at department level, if the controls identified cannot be implemented. • If the risk can be reduced further consideration may be given to a more cost effective solution or improvement that imposes no or limited additional cost burden. • If no additional controls can be implemented or the risk cannot be reduced further, supervision must be in place to ensure that the controls are used and remain effective to ensure that the risk remains within this colour band. • Assessment form should be kept in local risk folder which demonstrates an awareness of a potential hazard and assessment of risk. • Immediately escalate to the Line Manager. • Escalate on to the appropriate department, as the departments controls identified cannot be implemented. • Risk reduction measures should be implemented within a defined time period. • If the risk can be reduced further efforts should be made to reduce the risk, but the costs, time and effort necessary for prevention should be measured and be in proportion to the risk. • If required contact the Health & Safety team for further advice.
High Risk	<ul style="list-style-type: none"> • Immediately escalate to the line manager. This may need to be escalated to ESMT/Operations Manager for notification. • Where the risk involves work in progress, urgent remedial action to avoid or reduce the risks should be taken. • Work should not be started until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk to an acceptable level. • Short intervention and management control may be required until a permanent solution can be implemented. • Contact the Health & Safety team for further advice.

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