


RISK ASSESSMENT

VERSION No	4	
REVIEWED BY	Registered Manager (MP)	
NUMBER OF PAGES	3	

Policy Statement

This organisation recognises its responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions that are safe, healthy and compliant with all statutory requirements and codes of organisation, including the statutory duty for employers to conduct regular health and safety risk assessments. This organisation is committed to ensuring the health, safety and welfare of its staff, so far as is reasonably practicable, and of all other persons who may be affected by our activities including residents, their relatives and visitors.

Positive Risk Taking

This organisation is committed to incorporating Positive Risk-taking into its assessments and plans of care. We recognise that residents have a right to take decisions about their lives and there is a balance to be found between participation in everyday activities, the duty of care to both workers and residents and our legal responsibilities.

The Policy

This policy is intended to set out the values, principles and ethos underpinning this organisation's approach to risk assessment and health and safety.

Risk Assessment Policy

The following points constitute the policy of this organisation:

- ➊ A risk assessment should be undertaken, by a trained and qualified person, of the potential risks to residents and staff associated with delivering any agreed package of care before the staff member commences work; where appropriate, this should include risks associated with assisting with medication and other health-related activities, and it should be updated annually or more frequently, if necessary;
- ➋ The risk assessment should also determine the risks entailed by residents maintaining their independence and daily living within the home;
- ➌ The manner in which the risk assessment is undertaken should be appropriate to the needs of the individual resident; their views, and those of their relatives or advocates, should be taken into account;
- ➍ A separate moving and handling risk assessment should be undertaken, by a member of staff who is trained for the purpose, whenever staff are required to help a resident with any manual handling task, as required under the *Manual Handling Operations Regulations 1992*;
- ➎ A comprehensive plan to manage risks (including manual handling and risks to residents) should be drawn up, in consultation with the resident, their relatives or representatives; this should be included in the resident plan and kept in the home of the resident for staff to refer to; a copy should also be placed on the personal file kept in the company office. This risk management plan should be implemented and reviewed annually or more frequently, if necessary;
- ➏ Any new risks that arise (including defective appliances, equipment, fixtures or security of the premises) should be reported by staff to their line managers or supervisors, or otherwise identified during regular reviews or the resident plan;
- ➐ Only staff who are both trained to undertake risk assessments and competent to provide the care should be assigned to emergency situations, and in situations where pressure of time does not allow a risk assessment to be undertaken prior to provision of the care or support;
- ➑ Any manual handling equipment provided should be maintained in a safe working condition and be subject to regular inspections by a reputable contractor; records of all such equipment and their maintenance schedules are kept in the central office.

- 🔍 A responsible and competent person will be on call and contactable at all times when staff are on duty

Health and Safety Risk Assessments

The organisation recognises that risk assessments are a legal requirement under Regulation 3 of the *Management of Health and Safety at Work Regulations 1999* (MHSWR). The organisation believes that risk assessments should identify hazards and resulting risks to employees and other persons who may be affected by work activities. The organisation understands a hazard to be the potential for harm, with risk being the likelihood of that harm actually occurring and the severity of the harm (e.g. slight injury, major injury, death). This organisation will fully implement Regulation 3 of MHSWR which requires employers to:

- 🔍 Make an assessment of risks to employees
- 🔍 Make an assessment of risks to others who might be affected by work activities such as residents, contractors, visitors and the public
- 🔍 Clearly identify the measures needed to protect the persons in points 1 and 2 above
- 🔍 Review the assessment and make necessary changes if:
 - ❓ There is any significant change that affects risk (e.g. a new employee, machine or resident)
 - ❓ There is reason to believe it is no longer valid.
- 🔍 Where there are five or more employees, keep records of:
 - ❓ The significant findings of the assessment
 - ❓ Any group of employees identified by it as being particularly vulnerable.
- 🔍 The organisation will include the following as areas of potential hazard or risk in the office premises or resident and their premises:
 - 🔍 Hazardous substances within the scope of the *Control of Substances Hazardous to Health Regulations 2002* (COSHH) (e.g. chemical hazards, drugs, sharps, body fluids, hazardous waste) and others not currently covered by COSHH (e.g. lead, asbestos and substances which are hazardous for reasons other than their toxicity, i.e. those which are flammable, or which enhance combustion, react violently, etc.)
 - 🔍 Manual handling and the moving of residents
 - 🔍 Use of display screen equipment (e.g. computers)
 - 🔍 Electrical hazards
 - 🔍 Work equipment and machinery
 - 🔍 Workplace hazards (e.g. space, clutter, lighting, heating, ventilation, tripping hazards, safe access and egress, and inadequate sanitary facilities, e.g. toilets, drinking water)
 - 🔍 Emergencies (e.g. fire, injuries requiring first aid, dangerous spillages)
 - 🔍 Resident Property
 - 🔍 Falls
 - 🔍 Medication
 - 🔍 Pressure areas
 - 🔍 Nutrition

This is not an exhaustive list and any other potential hazard risk relating to specific resident will be assessed.

Training Statement

All staff, during induction are made aware of the organisations policies and procedures, all of which are used for training updates. All policies and procedures are reviewed and amended where necessary and staff are made aware of any changes via e-mail and on our website at www.bendigonursinghome.co.uk/resources. Direct observations and spot checks are undertaken to check skills and competencies. Various methods of training are used including one to one, on-line, staff meetings, individual supervisions and external courses are sourced as required.

Related Policies
Assessment of Needs and Eligibility
Care and Support Planning
Dignity and Respect

Guidance

 Health and Safety Executive: <http://www.hse.gov.uk/healthservices/sensible-risk-assessment-care-settings.htm>