	<p>Risk Assessment Policy and Procedure</p>	Ref:	054
		Issue Date:	November 2017
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The aim of this policy is to ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe, healthy and compliant with all statutory requirements and codes of organisation, including the statutory duty on employers to conduct regular health and safety risk assessments.

It is also to ensure 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 service users, their relatives and visitors.

Objectives

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


A risk assessment should be undertaken, by a trained and qualified person, of the potential risks to service users and staff associated with delivering any agreed package of care before the care or support worker commences work — where appropriate this should include risks associated with assisting with medication and other health-related activities and should be updated annually or more frequently if necessary

The risk assessment should include an assessment of the risks for service users in maintaining their independence and daily living within the home

The manner in which the risk assessment is undertaken should be appropriate to the needs of the individual service user whose views, and those of their relatives or advocates, should be taken into account

Procedure

- A comprehensive plan to manage the risks (including manual handling and the risks to service users) should be drawn up, in consultation with the service user, their relatives or representatives; this should be included in the Service User Plan and kept in the home of the service user for home care staff to refer to, a copy should also be placed on the personal file kept in the agency office; this risk management plan should be implemented and reviewed annually or more frequently if necessary
- New risks which arise (including defective appliances, equipment, fixtures or security of the premises) should be reported by care workers to their line managers or supervisors or identified during regular reviews or the Service User Plan
- Only staff who are both trained to undertake risk assessments and competent to provide the care should be assigned to emergency situations and where pressure of time does not allow a risk assessment to be undertaken prior to provision of the care or support
- Two people fully trained in safe handling techniques and the equipment to be used should always be involved in the provision of care when the need is identified from the manual handling risk assessment
- Any manual handling equipment provided should be maintained in a safe condition to use and be subject to regular inspections by the manufacturers, records of all such equipment and their maintenance schedules are kept in the central office; in this organisation Gwen Smith is responsible for ensuring that equipment is maintained adequately

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- A responsible and competent person will be on call and contactable at all times when care and support 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, and risk is the likelihood of that harm actually occurring and the severity of the harm (e.g. slight injury, major injury, death).

The organisation will fully implement Regulation 3 of MHSWR. We will:

- make an assessment of risks to employees
- make an assessment of risks to others who might be affected by work activities such as service users, 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 which affects risk (e.g. a new employee, machine or service user)
 - there is reason to think 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.

5.1 The organisation will include the following as areas of potential hazard or risk:

- hazardous substances within the scope of the Control of Substances Hazardous to Health Regulations 2002 (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 service users
- 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, inadequate sanitary facilities, e.g. toilets, drinking water)
- emergencies (e.g. fire, injuries requiring first aid, dangerous spillages, etc.)
- violence or threats and abuse.

Reviewed – 14th October 2025

Sarah Pickles - Director