



**STAFF RISK ASSESSMENT  
POLICY AND PROCEDURE**

Date Policy Implemented December 2009 –by Paul Graham, Director of Services  
Reviewed in line with Mental Capacity Act 2005  
Policy Reviewed January 2022 by Dawn Brookes Registered Care Manager

## **ASPECTS CARE**

### **STAFF RISK ASSESSMENT POLICY**

#### **1. Introduction/Definition**

Under the Management of Health and Safety at Work Regulations 1999 (MHSWR), the employer must make an assessment of risks to the health and safety of employees and others.

The purpose of the assessment is to identify action necessary to comply with legal requirements, making suitable and sufficient assessments of risks, arrangements for the effective planning, organisation, control, monitoring and review of the preventive and protective measures.

Although the phrase "risk assessment" may conjure up images of a complex process of judgement, based upon skilled technical knowledge, the assessment is in fact nothing more than a careful examination of what is likely, in the workplace, in the clinical area or across the organisation as a whole, to cause harm to clients, staff, visitors or anyone else who could be affected by Aspects Care's activities. In addition, risk assessment will identify risks to the organisation in being able to meet its operational and financial objectives whilst maintaining a quality service.

From this information Aspects Care can then weigh up whether or not there are sufficient precautions in place, or more needs to be done to prevent that harm/threat materialising. The primary aims are to:

- make sure that Aspects Care remains a viable organisation fit for its purpose
- ensure that no person suffers harm due to conditions either in the workplace
- ensure that they suffer harm due to poor working practice or errors in community care

The enlightened employer can take decisions, provide guidance and apply protective and preventive measures to assure itself that systems are in place to create a safe environment and meet its financial and operational obligations.

#### **2. Identification of Risks**

Risks are primarily identified through the risk assessment process; however they can be identified through a number of other avenues, e.g. incident reports and reports issued by external bodies.

Organisational risks are identified through threats to the financial and operational performance of Aspects Care and through failure to meet contractual targets. Any risk identified should be reported to the Directors

Risk Management is a process where risks associated with service users are identified and analysed. Steps are then taken to reduce, control, or eliminate the risk.

The aims of Risk Assessments are to identify what potential or actual risk service users face when accessing the services provided by reviewing the following areas:

- Training and Supervision
- Management of Service User activities
- Written Protocols and Guidelines
- Service User Record Keeping
- Complaints and Claims Management
- Induction of staff
- Equipment
- Incident Reporting
- Risk Assessment

Local ownership of the assessment is essential in identifying potential or actual risks for which measures can be put in place to remove or reduce the likelihood of occurrence.

### **3 Aims and Objectives**

To ensure compliance with relevant legislation, in particular with the requirements of the Management of Health and Safety at Work Regulations (1999).

To undertake a suitable and sufficient assessment of all workplace risks, identifying hazards and judging the level of risk.

To eliminate or reduce, as far as reasonably practicable, all unacceptable risks by the implementation of appropriate alternatives or control measures.

To record and review assessments at an appropriate frequency.

To provide suitable information, supervision and training to enable effective risk assessments to be carried out.

#### **4. Responsibilities.**

The Directors of Aspects Care has the overall responsibility, statutory and operational, for managing health and safety.

The Registered Manager will:

- ensure that an assessment of risks for the areas under their control is performed.
- actions are identified and implemented.
- ensure the results of the risk assessment are documented and kept.

The HR Manager will:

- ensure staff complete their health questionnaire during recruitment
- complete any required risk assessments relating to health issues arising out of the health questionnaire
- ensure any control measures or actions required to mitigate risk are in place and managers are aware of risk assessments put in place
- review the staff risk assessments regularly or as needs change

All staff, including contractors will:

- Will ensure that they participate as requested in the risk assessment process and use/maintain any control measures identified as being necessary to minimise risks.

#### **5. Arrangements.**

Assessments will be recorded on the Aspects Care staff risk assessment form in accordance with the Risk Assessment Procedure.

Copies of completed risk assessments will be reviewed and monitored on a regular basis.

Records will be held by the HR Manager and will be available to staff for information and also for audit purposes.

## **5. Training**

Relevant staff/volunteers undertake risk assessment training.

## **6. Slips, Trips and Falls**

All slips, trips and falls hazards are risk assessed in accordance with this policy.

All slips, trips and falls are reported.

Health and Safety training will raise awareness to all staff relating to all slips, trips and falls.

## **7. Acceptable Levels of Risk**

It is accepted that it is neither realistic nor possible to totally eliminate all areas of risk. It is however feasible to develop a systematic approach to the management of risk so that adverse consequences are minimised or, in some cases, eliminated.

## **8. Monitoring**

The quality and content of risk assessments will be monitored on receipt by The Manager.

All incidents related to slips trips and falls will be monitored as part of the quarterly report to the Board of Trustees.

## **9. Five Key Steps in the Risk Assessment Process.**

### **Step 1**

Observe the workplace overall and then systematically address individual areas including processes and equipment.

### **Step 2**

Decide who is likely to be harmed and how.

### **Step 3**

Evaluate the risks arising from the hazards and decide whether existing precautions are adequate or not. When you have assessed the need for action, it is then necessary to address the question of controlling the hazard.

- E: Eliminate Can the hazard, product, or process be eliminated completely?
- R: Reduce Can the level of exposure to the hazard be lessened, or can a less hazardous substitute be used?
- I: Isolate Can clients/staff be isolated from the hazard or can the hazard be isolated from the clients/staff
- C: Control Can the hazard be controlled by:
  - Methods of work/Procedures
  - Training o Information
  - Instruction o Supervision
  - Or provision of protective equipment?

#### **Step 4**

Report your findings Record your findings on the risk assessment form. Using the risk assessment matrix, categorise the risk factor to provide an indication of significant risks that need urgent attention. Record control measures to be taken to eliminate/reduce the risk.

#### **Step 5**

Review the assessment regularly, especially when new staff, new equipment or new methods of work are introduced, at a minimum of three-monthly intervals. Revise if necessary.

In any event all risk assessments must be reviewed annually and evidenced that this has in fact taken place