

# 217

## Risk Assessment

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<b>Related Policies and Guidance Documents</b>	217.1 General Risk Assessment form 214 Manual Handling 211 First Aid Arrangements 222 Display Screen Equipment Policy and Assessment 217.2 New & Expectant Mothers Assessment 608 Health and Safety on Trips - Adult Services 706E Health and Safety on Educational Trips 706P Educational Trip Documentation Procedure
<b>Related Regulations</b>	The Health and Safety at Work Act 1974 The Management of Health and Safety Regulations 1999
<b>Annexes and Supplementary Info</b>	Annex 1- Guidance for Risk Assessment types Annex 2 217.1 General Risk Assessment form
<b>Policy Owner</b>	Group Health and Safety Officer
<b>Policy Owner Signature</b>	<i>C.P Barrington</i>

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## Risk Assessment

### 1. Introduction

Risk Assessment forms the fundamental part of keeping staff, service users, contractors and visitors safe at all SENAD sites, and during the planning and participation of activities and education.

### 2. Scope

2.1 Risk Assessments will take place wherever there is potential for any hazard to cause harm in any area of the business operation.

Risk Assessments will cover varied types including but not limited to :

- General works, activity, off site risk assessment or use of equipment
- Individual Risk assessment or service user risk assessment
- PEEPS
- Return to work risk assessment following illness or absence
- New & expectant mothers Risk assessment
- Display Screen Equipment assessment
- Ligature Risk assessment
- Manual Handling Risk assessment
- COSHH risk assessment
- First aid risk assessment
- Fire risk Assessment

It is SENAD Group policy to use the Risk assessment process as a proactive approach designed to implement suitable and sufficient control measures to enable all tasks to be performed safely and for all equipment to be safe when being used, cleaned, set or maintained

### 3. Responsibilities

#### 3.11 Chief Executive Officer

The CEO has overall responsibility to ensure that this policy is implemented and effective. The CEO will ensure that appropriate resources are made available to senior management in order to fulfil the policy effectiveness.

#### 3.1.1 Senior Management

Directors of services will Ensure suitable and sufficient resources are made available to ensure safe systems of work and that equipment, processes identified within the assessments is provided and that risks are managed effectively in services within their individual area of responsibility.

Any related injuries are appropriately reported, investigated and resolved.

#### 3.1.2 Group Health and Safety Officer

The Group health and safety officer will ensure that the policy is implemented and understood by site managers, and staff ,by sampling completed risk assessments. Support and guidance will be given where required to ensure that effective risk

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assessment is in place, and that good reporting of incident or accident is recorded.

Periodic proactive monitoring of the procedures will be undertaken, and audit inspections carried out to determine overall effectiveness of the policy.

### 3.1.3 Group Training and Development Manager

Effective training and education will be delivered to all staff in relation to carrying out suitable and sufficient risk assessment for all activities.

- records of all training are maintained to evidence attendance and completed training.
- Ensure due diligence of all trainers to ensure safe practice.

### 3.1.4 Heads of Service and Service Managers duties:

- Ensure appropriate risk assessment is carried out and documented
- Ensure staff have appropriate training instruction and supervision in conducting risk assessment
- Ensure a proper system of checks and review of assessment is in place

### 3.1.5 Employees Duties

- Attend training, and follow risks assessments as directed by heads of service
- Report any issues, hazards not identified or where the risk assessment is not sufficient or lacking

## 4. Policy

### 4.1 Competent Person

Each site will appoint competent person/s to carry out risk assessments. Training and instruction will be provided for these appointed persons and the training will be recorded in their training files.

The co-ordination of the risk assessments will be the responsibility of the site Safety Co-ordinator who will liaise with Line Managers to identify the tasks or equipment required to be assessed and develop a program of risk assessment. The Safety Co-ordinator will maintain all risk assessment records. This person, together with Line Managers, will ensure that the risk assessments are reviewed periodically and when required.

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#### 4.1.2 Process

Assessments will take place for all associated areas and activity involved at any SENAD site. The competent person/s will carry out risk assessment in relation to the tasks or activity taking place.

All assessments will follow the principals of:

- Identify all the significant hazards
- Identify and assess all those who may be at risk
- Implement appropriate control measures
- Record all of findings
- Review the controlled risk – revisit, enhance where possible

#### 4.1.3 Assessment types

Risk assessments will be appropriate to the areas of business operation, and its associated activity as listed in the scope of the policy.

**Review Annex 1- assessment types.**

### 5. Training

Once risk assessment has been completed and the control measures are in place, the persons carrying out the work must be informed of the hazards associated with the work and the control measures in place to eliminate the risk altogether or reduce it to an acceptable level. This training must be recorded in the individual's training record. This is applicable to all tasks and activities.

### 6. Monitoring and Review

Site Safety Co-ordinator must co-ordinate the review of risk assessments as follows:

- Periodically. Usually annually, to ensure that they remain valid
- When significant changes take place in the work being performed or the surrounding area
- Following an accident or incident

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## **Annex 1 Assessment Type Guidance**

### **Location Risk Assessment** (sometimes referred to as Environmental Risk Assessment)

The Children's Home Regulation Location Annual Assessment is required under Regulation 46. *The registered person must review the appropriateness and suitability of the location of the premises used for the purposes of the children's home at least once in each calendar year taking into account the requirement in regulation 12(2)(c) (the protection of children standard).* In addition to the requirements under the regulation this can be used to identify any location (rooms, buildings, Gyms, Kitchens, etc) around the SENAD Group sites which have identified hazards. These can be assessed using the general SENAD Approach to risk management outlined above. The Management of Health and Safety Regulations requires the business to risk assess the hazards therefore it is recommended that this is the starting point for assessment of hazards around the site. It also can serve as a useful introduction to the site for staff during their induction. Because every location & business will be very different a standardised format is not provided. Where specific hazardous tasks (General maintenance, cooking, physical education, OT activities as examples) are performed within the rooms, a task-based risk assessment is recommended. **See 217.1 General Risk Assessment Form**

### **Task-Based Risk Assessment**

This type of assessment covers all tasks with significant risk carried out by our employees and temporary workers. This type of assessment can be generic if the task is of a repetitive nature and can be applied to a number of situations. **See 217.1, the Risk Assessment Forms section.**

### **Service User Risk Assessment or Individual risk assessment**

SENAD Data analysis has indicated that the main risk to staff and service users is the Hazards identified on the Service Users Risk Assessment, therefore this document is the key to how the Group Manage risks. The risk assessment should ideally be carried out for each service user prior to arrival at the site or the contract starts in the case of SENAD Community. Environmental changes may be required or staff may require specialised training around the Service user.

However, this may not be practicable as the hazards may change quite quickly on arrival or may not be identified prior to placement of the contract, therefore the risk assessment should be completed as soon as reasonably practicable. This risk assessment is completed by specialist staff and generally managed by the Registered Manager for the service. The Hazards should cover all aspects of the management of the service user's care, and should embrace (but not restricted to): Safeguarding, Challenging behaviour, Medication, Physical & Mental Health, travel. The format of the risk assessment will depend on the Service and the service user. Where required supporting documents should be cross referenced for example behavioural support plans, scales, high level risk assessments where there is a risk of significant self-harm, or risk to life, safeguarding issues etc.

It is strongly recommended that NAPPI PBS Cloud or the alternative behavioural monitoring systems used within the Group is used to ensure that the Individual Risk assessment is reflective of the incidents recorded.

It is strongly recommended that a traffic light system is used for risk rating as shown above, to highlight clearly the risk involved. The risk assessment should also indicate who is at risk for each Hazard for example, staff, resident, members of the public.

Where risk ratings are considered to be high, these should be highlighted, a table at the front of the document is ideal.

Each risk assessment should be systematically reviewed & referenced. Any changes should be highlighted. Where the document changes the replaced document should be stored electronically.

The document should be in line with this policy in that it should enable not preventative, therefore controls should be effective and proportionate to risk management.

It should be noted that if hazards are covered comprehensively within this document then some generic risk assessments may not be required, for example trips to the GP, dentist etc. However, the on the day risk assessment will be required where the service users mood, behaviour and staff support is reviewed and confirmed.

### **Equipment Based Risk Assessment**

Under the Provision and Use of Work Equipment Regulations, all work equipment must be assessed before being used. The assessment must consider use, maintenance, adjustment and cleaning, and provide appropriate control measures. This will apply to all work equipment used on site, for example, washing machines, heating equipment, ovens, workshop machinery, lawn mowers etc. **use form 217.1**

Risk assessments must also be carried out on equipment. Considerations should include the following:

- Suitable controls for starting and stopping
- Suitable and sufficient emergency controls
- Suitable and sufficient guards in place
- Unambiguous markings and notices

### **Risk Assessment for New and Expectant Mothers**

This assessment must be carried out as soon as the employee informs her supervisor of her condition. The person's supervisor or other nominated competent person at the facility must carry out the assessment. This is not a one-off assessment and must be monitored throughout the time the expectant mother attends work. See specific guidance in **217.2**, the **New & Expectant Mothers Risk Assessment Form**. Please use the latest version on SharePoint

### **Risk Assessment for Returning to Work Following Employee Illness and Employee Risk Assessments**

When an employee returns to work following serious illness or injury, the departmental manager must carry out a risk assessment. He/she must continue to do so at weekly or more frequent intervals to ensure that the work being done does not pose risks to the health and safety of the employee. This is only in medical cases that warrant monitoring such as

back injury, detached retinas or trauma, to ensure that the illness or injury does not re-occur or worsen due to work tasks. Additional risks will be present if the individual is an identified driver. In addition, there may be cases where the employee is a risk to themselves or the client group i.e. an employee with HIV or a degenerative condition such as arthritis. Employee assessments should be carried out – for further guidance contact the Health & Safety Manager. See **217.1** Risk assessment form

Where a staff member has a condition or injury that may affect the safety of themselves, the service users or other staff, an employee risk assessment must be carried out. See **217.1** risk assessment form.

### **VDU Risk Assessment**

The Health & Safety Display Screen Equipment (DSE) Regs. 1992 and miscellaneous amendments to Regs. 2002 require companies to conduct risk assessments for office work and other environments where display screen equipment may be used. The main risks that may arise in work with DSE are musculoskeletal disorders such as back pain or upper limb disorders (sometimes known as repetitive strain injury), visual fatigue and mental stress. See **Policy 222 Annex 1** the **VDU Risk Assessment Form** section. Where a staff member uses DSE and requires glasses the SENAD Group will contribute to the cost, see HR Policy Expenses, Section 4 406.

### **First Aid Risk Assessment**

The Health & Safety (First Aid) Regulations 1981 require the employers to assess the requirements and needs for providing adequate facilities, equipment and trained personnel in the workplace. See policy **211, Annex 1 First Aid Risk Assessment** .

### **Manual Handling Risk Assessment**

The Manual Handling Operations Regulations 1992 require the employer to assess the risk to employees for any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving of a load). See Policy **214**, the **Manual Handling Policy Annex 1- 4 and then complete the general risk assessment on form 217.1**

Where a service user requires help with mobility, getting into baths, or staff to physically support them, a qualified specialist will be required to complete the risk assessment for example OT, Moving and Handling of People Specialist.

### **Off-site Risk Assessment**

The Head of the Facility is responsible for all out of school/facility visits. Parental consent must be obtained before any student undertakes any visit, activity or work experience. A risk assessment must be carried out for the trip. In the case of an overnight stay away from a SENAD Group facility, a security assessment should be made. Care must be taken not to compromise either students or staff. A minimum of two staff must be available for any overnight visit. See **217.1**, the **Risk Assessment for Activity or Visit** form. **(Some sites may use an electronic system of producing Risk assessments)**

**The Risk Assessment should consider:-**

- All transport policies and procedures,
- The type and reason for the visit,



- Staff to student ratio, male to female ratio (staff & students),
- Manual handling risks,
- Child/ adult Protection/ safeguarding issues,
- Individual student risk assessments & special needs,
- First aid requirements,
- Individual student medical requirements,
- Accident and emergency procedures,
- Specialist staff required e.g. Life Guard,
- Staff skills, qualifications, and experience,
- The risk assessments supplied by the venue if available,
- Staff & student identification,
- Contact telephone numbers

### **Working with other establishments**

Special care should be taken when working with staff from other establishments. It is advised that written confirmation is obtained as to the personnel in charge and the qualifications of staff where specialised instruction is part of the trip, e.g. ski instructors.

### **Staff Experience**

New or inexperienced staff must not undertake any visit independently during their probationary period.

All staff on the outing must be made aware of the Risk Assessment for the trip.

Competence in adventure activities derives from a balance of personal experience (trial and error and learning from errors) and related training. Technical competence can be attained through formal training, but safety judgements are most soundly based on enlightened experience, which takes time to accumulate.

Proof must therefore exist of suitable and sufficient experience in the activity. This will normally be verified by the outdoor education advisor, typically with the help of the technical advisor.

### **On the day assessment**

A pre-trip assessment should be made to take account of the changes to weather, staff absence, or student behaviour prior to departure. Staff Ratio and experience must be confirmed on this assessment. Any deviation during the visit must be communicated as soon as possible back to the school/facility.

### **Other guidance for off-site trips**

The duration of the visit should take account of the needs of the staff, ensuring the staff have rest periods and breaks away from the students.

In the event of a serious accident/incident, the Group Health & Safety Manager should be informed immediately. In the event of an accident, all staff & students must return to a place of safety.



Immediately before and during a trip a quick assessment can be made as a Dynamically Developing Situation Risk Assessment. This typically is done using a simple High Medium and Low system based on student behaviour, weather conditions, road conditions etc. If the Risk is raised for example from low to medium then the trip/ activity continuing should be assessed.

### **Independent Visits by Students and Residents**

A risk assessment must be completed before allowing a student or group of students to go off site without supervision. Staff should be aware of the location of students whilst they are in the care of SENAD facilities. This may require a system of recording by signing in/out, phoning in, and handover procedures. The arrangement must include a system that records that the student or resident has reached his/her final destination. The handover system must be agreed by the parent or guardian in the case of a student.

Due to the variation in students and residents' requirements in the care of SENAD establishments each facility should evaluate the design and detail required for offsite trips. The criteria outlined above should be followed, but further advice and guidance can be obtained from the Group Health & Safety Officer.

## Appendix 1 – 217.1 General Risk Assessment Form

GENERAL RISK ASSESSMENT	LOCATION			TASK		
ASSESSMENT No		Date of Assessment		PERSON COMPLETING ASSESSMENT		

Ref No.	Hazard	Person(s) exposed to Hazard	Risk Identified	Pure Risk Rating			Control Measures Required	In place		Controlled Risk Rating		
				S	L	R		Y	N	S	L	R

RISK ASSESSMENT ACTION PLAN					
Ref No	Controlled Risk	Action Required	Responsible Person(s) – Department	Target Date	Complete (Y – N) - or Reason Why Not

Severity	Likelihood/Probability		
	Likely (3)	Probable (2)	Possible (1)
<b>High</b> Fatal/Severe Eg. Fractures (3)	<b>9</b> <b>Very High Risk</b> (the activity must be postponed until the risks have reduced)	<b>6</b> <b>High Risk</b> (the activity must be postponed until the risks have reduced)	<b>3</b> <b>Medium Risk</b> (additional control measures needed)
<b>Medium Significant</b> Heavy bruising or wounds requiring stiches (2)	<b>6</b> <b>High Risk</b> (the activity must be postponed until the risks have reduced)	<b>4</b> <b>Medium Risk</b> (additional control measures needed)	<b>2</b> <b>Low Risk</b> (Staff to remain alert and ensure all Control measures are in place and followed)
<b>Low Minor</b> Minor bruising or redness to injured body part (1)	<b>3</b> <b>Medium Risk</b> (additional control measures needed)	<b>2</b> <b>Low Risk</b> (Staff to remain alert and ensure all Control measures are in place and followed)	<b>1</b> <b>Very Low Risk</b> (Staff to remain alert and ensure all Control measures are in place and followed)

Lead Assessor's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Other Personnel: \_\_\_\_\_ Signature: \_\_\_\_\_

All control measures in place: Yes/No      Signed (Lead Assessor): \_\_\_\_\_