



Risk Assessment Policy

2025 - 2026

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Policy Statement

We will continue to assess all activities and establish written Risk Assessments for those which indicate the presence of risk.

Our Charity is required by the Management of Health and Safety at Work Regulations 1999, to carry out Risk Assessments for all activities. Risk Assessments are also required by other legislation, i.e., COSHH, Manual Handling, Visual Display Screen Equipment etc and where this has been carried out, for the activity in question, it obviates the need for a separate assessment. If there is a perceived to be a 'medium' or 'high' risk to staff, contractors, or visitors, then a written assessment is required. The result of the assessment and subsequent control measures must be made known to all staff, contractors and visitors concerned.

Assessments will continue to be carried out using the attached Risk Assessment form, or another agreed document as specified in the Risk Assessment Procedure, by those persons having control and immediate responsibility for the activity. The assessor will keep a record of the assessment and ensure that all staff, contractors and visitors involved are aware of the requirements of the assessment. A copy of each assessment will be given to the nominated safety person to retain in a central file.

All staff who will continue to be required to carry out written Risk Assessments will be trained for this purpose. This training will be carried out by either our in-house Safety Manager or the Site Manager or by an external Health and Safety provider.

Signed:



Date: 08.11.22

Review date: 21.06.23 – no amendments

Reviewed: 27.05.24 – no amendments

Reviewed: 04.12.25 – no amendments

Procedures

The concept of Risk Assessment is not new, but what is new is the emphasis on Risk Assessment in the Management of Health and Safety. The Management of Health & Safety at Work Regulations 1999 specifically requires all business employing 5 or more people to conduct Risk Assessments and to record their main findings.

Definitions

Hazard is the potential to cause harm that is inherent in an article, substance or activity.

Risk is the likelihood that the hazard will cause harm in the actual circumstances of use.

Legislation

Risk assessments have been implicit under the Health and Safety at Work Act 1974 and explicit under regulations such as the Control of Substances Hazardous to Health (COSHH) Regulations and the Noise at Work Regulations made under this Act. The Management of Health and Safety at Work Regulations 1999 requires a Risk Assessment to be carried out by employers to assess the risk to staff, students and others who may be affected by their undertaking and to record the significant findings of the assessment and any group of employees as being especially at risk. Where an assessment is made under other regulations such as the COSHH Regulations, this will meet the requirements of the assessment required by the Management of Health and Safety at Work Regulations

Requirements

Risk Assessments should identify the significant risks arising from our work or an activity. The level of detail in a Risk Assessment should be broadly proportionate to the risk, with the Risk Assessment undertaking the following:

- a) ensuring that all relevant risks or hazards are addressed
- b) addressing what happens during activities
- c) ensuring that all groups of employees and others who might be affected are considered
- d) identifying groups of workers who might be particularly at risk e.g. young or inexperienced workers and disabled staff
- e) Taking account of existing preventative or precautionary measures

Undertaking Risk Assessments

The Hazard Effect must first be identified as Low, Medium or High using the following criteria:

Hazard Effect

- ✚ **Low** – Superficial wounds or temporary ill health
- ✚ **Medium** – More serious wounds and ill health leading to permanent minor disability
- ✚ **High** – Fatality, life threatening wounds and life shortening diseases

Next a judgement of the probability or likelihood of harm occurring must be made and categorised as **Very Low, Low, Medium or High** using the following criteria:

Probability

- Very Low-So unlikely that probability is close to zero
- Low-Unlikely though conceivable
- Medium-Could occur several times
- High-Occurs repeatedly and could be expected

Risk level

On determining the Hazards Effect and Probability, the Risk Level may be determined by cross referencing the hazard effect and probability on the appropriate matrix chart. Having assessed the risk level, the action required to be taken using the following guidance is determined:

Trivial Risk

No action is required to deal with trivial risks and there is no requirement for a written Risk Assessment.

Low Risk

No further preventative action is necessary, but consideration should be given to more cost effective solutions or improvements that impose no additional cost burden.

Medium Risk

Efforts should be made to reduce the risk, but the cost of prevention should be carefully measured and limited. Risk reduction measures being influenced by the number of persons exposed to the hazard.

Where the moderate risk is associated with extremely harmful consequences, further Risk Assessments may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.

High Risk

Work should not be commenced until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk involves work in progress the problem should normally be remedied as soon as possible, taking into account the number exposed to the hazard.

Intolerable Risk

Work should not be started or continued until the risk level has been reduced. While the control measures selected should be cost-effective, legally there is an absolute duty to reduce the risk. This means that if it not possible to reduce the risk, even with unlimited resources, then work must not begin or must remain prohibited.

A written Risk Assessment is required for **medium, high and intolerable** risk activities.

Recording

Having undertaken a Risk Assessment, unless the risk is trivial or low, it should be recorded in one of the following ways:

- On a template Risk Assessment Form
- On a specific Health and Safety Risk Assessment record form e.g. COSHH, Manual Handling, Visual Display Screen Equipment, Personal Protective Equipment
- Using a Permit to Work
- On an instruction or procedure document
- Any other appropriate and approved record

The Risk Assessment should be signed and dated by the person completing the form. The findings of the Risk Assessment should be made known to all staff, contractors and visitors affected by the activity assessed.

A copy of all completed Risk Assessments should be kept within the relevant departments or services area and their location made known to all staff, contractors and visitors with that area.

Reviewing/Updating Risk Assessments

All Risk Assessments should indicate on them the required review period should be:

- At least annually
- At regular periods dependent of the level of risk of the activity
- Immediately following an accident
- When new activities are introduced

The review should be signed and dated by the person completing the form.

A copy of the completed reviewed/updated risk assessment should be forwarded to the companies nominated safety person.

Supporting Positive Risk Taking

Positive risk taking is a necessary part of life. Integrating promotes a positive, person-centred approach to risk taking for its members. It is important to work in partnership to support members to take risks, which must be supported by their care team. Integrating staff acknowledge the balance risk taking with duty of care, so that members' rights are upheld.

Understand the importance of risk taking in everyday life

Risk taking in everyday life

- Individual: someone requiring care or support
- Risks, e.g. using public transport, taking journeys, managing food preparation equipment, managing cooking equipment, using everyday tools including scissors, cutlery, hairdryers etc.
- Different areas of their life, e.g. health, social, financial, safeguarding young people and vulnerable adults policies
- Key aspects of current related legislation

Reasons for preventing risk taking

- Protecting individuals from perceived harm
- Maintaining control
- Avoiding litigation

Links between risk taking and responsibility

- Recognition of consequences of own actions.
- Taking responsibility for own actions
- Links between responsibility and recognition of an individual's chronological age

Links between empowerment and social inclusion

- Enabling individuals to belong to society
- Recognition of citizenship
- Taking full part in everyday activities

The importance of a positive, person-centred approach to risk assessment

A person-centred approach to risk assessment

- Involvement of individuals and relevant others, e.g. family, carers in risk assessment Positive and informed risk taking
- Proportionality (management of risk must match gravity of potential harm) Contextualising behaviour
- Defensible decision making
- Tolerable risks

Application of person-centred principles

- Discussing potential hazards of a proposed activity, with individuals and relevant others
- Making decisions on acceptable and non-acceptable risks involved with proposed actions
- Considering potential harm and ways of managing the risk whilst empowering the individual
- Discussing why the individual wishes to take the risk
- Making joint decisions with individuals and their families which can be justified if necessary
- Reviewing the risk following actions and consider any revision for further occasions Discuss future risk taking with individuals and relevant others.

Differences between service-focused and person-centred approaches to risk assessment

- Involvement/non-involvement of individuals and their families
- Focus of control, with the service/with the individual
- A holistic approach

Consequences of a service-focused approach to risk assessment

- Disempowerment of the individual
- Control in the hands of the service
- Individuals with low self-esteem
- Non-actualisation of the individual

Supporting individuals to make decisions about risks

- Supporting an individual
- Use of person-centred risk assessment
- Discussing choices
- Use of person-centred thinking
- Mapping out risks
- Discussing potential consequences
- Enabling informed choices
- Use of illustrated examples
- Technology
- The right to make 'bad' decisions
- Planning alternatives
- Consequences of choice
- Positive and negative decisions to the individual/to others
- Social, moral and legal implications

What we need to promote

Balancing choices

- Defensible decision making
- Contextualising behaviour
- Identification of positive and negative risks

Limited experience

- Perception and understanding of risk
- Task analysis
- Perception of the views of others

Others

- Others, e.g. colleagues, families or carers, friends, other professionals, members of the public, advocates

Own values and belief systems

- Restricting or enabling
- Importance of placing the individual first

- Necessity of a non-judgemental approach
- Importance of not allowing own experiences to impair judgements

Reporting and recording

- Importance and requirements
- Accountability and responsibility
- Individual and collective
- Confidentiality

Being able to support individuals to take risks

Risk assessments

- Process, procedure and format
- Recognising valued lifestyle
- Identifying risk awareness
- Written consent

Reviewing risks

- Importance and value, progression of individual

Communicating and working with others

- Shared values
- Information sharing
- Goals and targets
- Multidisciplinary working
- Problems with inconsistencies
- Agreed ways of working will include policies and procedures where they exist
- Confidentiality

Supporting the individual to take the risk

- Competencies required
- Provide support as necessary
- Avoid taking control from the individual

Review and revision of the risk assessment

- Reviewing the assessment with the individual
- Discussing any additional hazards
- Deciding with the individual how these may be managed
- Adjusting the assessment, sign and date

Evaluation of the risk

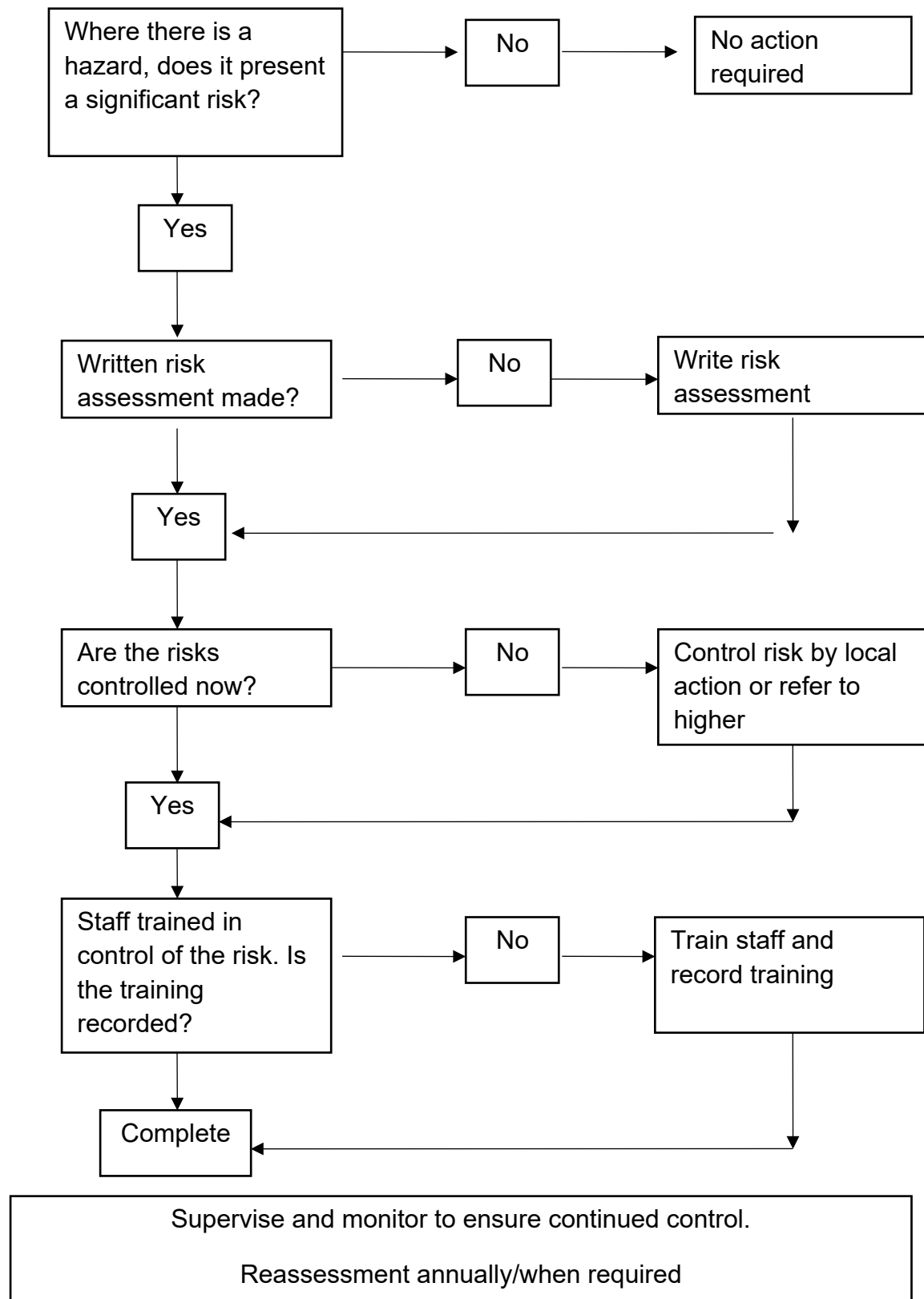
- Using a person-centred tool such as 'what worked, what didn't' to evaluate the risk with the individual

Understand the duty of care in relation to supporting positive risk taking

- Duty of care
- Adapting the duty of care
- Monitoring
- Recording
- Escalation procedures for unplanned risk



Annex A: Risk Assessment process



Annex B: Legislation and policies

- Valuing People: A New Strategy for Learning Disability for the 21st Century (Department of Health, 2001)
- Putting People First (Department of Health, 2007)
- Human Rights Act 1998
- Mental Health Act 2007
- Mental Capacity Act 2005
- Equality Act 2010, safeguarding children and vulnerable adults
- Key aspects of current related legislation for England, Wales and Northern Ireland

Human rights-based approach to risk management

- Responsibility balancing
- Advocacy
- Direct payments
- Personalised services
- Person-centred planning, support planning