

INSPIRED SUPPORT

RISK ASSESSMENT POLICY



INSPIRED SUPPORT

Effective from:	September 2022	Review date:	September 2023
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Inspired Support's Autism Consultant and Deputy Safeguarding Lead receives email updates from Skills for Care, 39 Essex Chambers and the Social Care Institute for Excellence and will update this policy as needed prior to the review date.

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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, to cause harm to customers, workers, visitors or anyone else.

The primary aims are to make sure that Inspired Support remains a viable organisation fit for its purpose, that no person suffers harm due to conditions either in the workplace, or as part of their care due to poor working practice or errors in community care. The enlightened organisation 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 operational obligations.

2. Identification of Risks

Risks are primarily identified through the risk assessment process. Risk Management is a process where risks associated with individual customers are identified and analysed through both the individuals Care Act assessment and care and support plan, and our person centred planning process. Steps are then taken to reduce, control, or eliminate the risk as deemed appropriate whilst being mindful of individuals rights under the Mental Capacity Act to make unwise decisions, and whilst taking appropriate safeguarding measures to allow for positive risk taking.

The aims of Risk Assessments are to identify what potential or actual risk customers face when accessing the services. 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

- 3.1. To ensure compliance with relevant legislation, in particular with the requirements of the Management of Health and Safety at Work Regulations (1999).
- 3.2. To undertake a suitable and sufficient assessment of all workplace risks, identifying hazards and judging the level of risk.
- 3.3 To eliminate or reduce, as far as reasonably practicable, all unacceptable risks by the implementation of appropriate alternatives or control measures.
- 3.4 To record and review assessments at an appropriate frequency (needs dependent).

4. Responsibilities.

Directors

- The directors of Inspired Support have the overall responsibility, statutory and operational, for managing health and safety.
- Will ensure that all staff are aware of, and adhere to, the organisation's policies and procedures on customer health, safety and welfare, and that these are included in the induction process.
- Will ensure that where concerns about a customer's welfare are identified, the risks are appropriately managed.
- Will ensure that all workers, customers, carers (if appropriate) are consulted, where appropriate, to find practical solutions to individual customers welfare issues.
- Will ensure that standards of customers welfare within the service area are regularly monitored both at an individual level and globally to identify trends and issues of concern and to improve systems to manage these.

Area Lead

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

All workers and volunteers

- 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. Customer Welfare

Inspired Support recognises its responsibility to safeguard and promote the welfare of customers in its care. This responsibility encompasses the following principles:

- To support customers' physical and mental health and emotional wellbeing (as well as their social and economic wellbeing).
- To protect customers from harm and neglect.
- To provide customers with appropriate meaningful occupation based on activities of daily living as identified in the local authority care and support plan.
- To encourage customers to contribute to society.
- To ensure that customers are provided with a safe and healthy environment.
- To involve customers in the risk assessment process where practicable in order to manage welfare concerns effectively.

Inspired Support addresses its commitment to these principles through:

Prevention

Ensuring that all reasonable measures are taken to minimise the risks of harm to customers and their welfare by:

- Ensuring that all workers are aware of and committed to this policy and the values set out.
- Establishing a positive, supportive and secure environment in which customers can develop.
- Where applicable, ensure that customers are provided with opportunities which equip customers with skills to enable them to protect their own welfare and that of others.

Protection

Ensuring all appropriate actions are taken to address concerns about the welfare of a customer, whether of a safeguarding nature or otherwise. This includes:

- Sharing information about concerns with agencies who need to know and involving customers and their carers appropriately.
- Monitoring customers known or thought to be at risk of harm and formulating and/or contributing to support packages for those customers.
- Inspired Support recognises that customer welfare and wellbeing can be adversely affected by many matters whether in or away from service including abuse, bullying, behavioural and health issues.

6. Arrangements

- 6.1. Assessments will be recorded on the Inspired Support Risk Assessment Form in accordance with the Risk Assessment Procedure.
- 6.2. Copies of completed risk assessments will be reviewed and monitored on a regular basis.
- 6.3. Records will be held by the Directors and service areas, and will be available to workers for information.

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.

Where a concern about a customer's welfare is identified, the risks to that customer's welfare will be assessed, appropriate action will be taken to reduce the risks identified, and this will be recorded and then regularly monitored and reviewed.

The format of risk assessment as to customer welfare may vary and may be included as part of the organisation's overall response to a welfare issue.

Regardless of the system used, the Inspired Support's approach will be systematic with a view to promoting customer welfare.

The information obtained through this process and the action agreed will then be shared, as appropriate, with other workers, carers and third parties in order to safeguard and promote the welfare of a particular customer.

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 customers/workers be isolated from the hazard or can the hazard be isolated from the customers/worker

C: Control

Can the hazard be controlled by:

- o Methods of work/procedures
- o Training
- o Information
- o Instruction
- o Supervision
- o Or provision of protective equipment?

Step 4 - Report your findings

- Record your findings on the risk assessment form.
- Record control measures to be taken to eliminate/reduce the risk.
- Sign and date the risk assessment and include a review date.

8. Safeguarding

Full details of Inspired Support's safeguarding procedures are set out in the Safeguarding policy.

9. Anti Bullying

Inspired Support has a written Anti-bullying, Targeting and Intimidation Policy which covers the service's approach to the management of bullying and cyber bullying.

10. Behaviour

Inspired Support has a written Positive and Proactive Support Policy which sets out the service's framework for supporting behaviours of concern. Risk management plans will be implemented where an individual requires specific interventions in order to manage certain behaviours.

11. Equality, Diversity and Inclusion

Inspired Support has a written Equality, Diversity and Inclusion policy which contains further information about its duties under the Equality Act 2010.