



# Risk Assessment

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N.B: We are aware that official practice is to use the terms “service users” or “people using this service” to describe those receiving care. We prefer the term “client” and use it throughout our training package.

### Key:



worksheet



important

# Risk Assessment

## Learning outcomes.

- Have an understanding of the legal requirements of risk assessment.
- Identify hazards.
- Be able to carry out a general risk assessment.
- Realise the importance of communicating the findings of risk assessments.

## Fundamental standards.

The fundamental standards are the standards by which CQC will inspect social care. The standards are based on the regulations from the Care Act 2014 and CQC have changed the focus for the purposes of inspection.

The fundamental standards are those standards that no care setting must fall below.

## The standards are based on five areas as follows:

- |                    |   |
|--------------------|---|
| <b>Safe.</b>       | People are protected from abuse and avoidable harm.   |
| <b>Effective.</b>  | People's care, treatment and support show quality of life and promote good outcomes, and providers should show evidence to prove it.                    |
| <b>Caring.</b>     | Care should be person centred involving dignity and respect, and compassion.  |
| <b>Responsive.</b> | Following correct working procedures as agreed by your workplace and as set out in the client's care plan.  |
| <b>Well led.</b>   | Management leadership and governance should ensure all of the above happens. Staff training should be recognised and openness and fairness be apparent. |

These areas are known as key lines of enquiry or KLOES. Each KLOE has a set of criteria which CQC use to check whether the fundamental standards are being met.

# Risk Assessment

The fundamental standards are as follows:

**Person centred care.** Ensuring that those receiving the care are at the centre of all decisions.

**Dignity and respect.** Providing the client with dignity and respect in all aspects of their care.

**Need for consent.** Asking the client's permission before carrying out tasks that affect them.

**Safe care and treatment.** Following correct working procedures as agreed by your workplace and the client's care plan.

**Safeguarding service users from abuse.** Following agreed working and safeguarding procedures and being aware of signs and symptoms.

**Meeting nutritional needs.** Being aware of dietary needs, working with the care plan, ensuring clients have the right equipment and conditions to eat.

**Cleanliness, safety and suitability of premises and equipment.** Carrying out required checks of premises and equipment, implementing cleaning rotas and carrying out safety checks.

**Receiving and acting on complaints.** Having a complaints policy and procedure in place that is accessible to all and act in accordance with the policy when dealing with complaints.

**Good governance.** Ensuring that all aspects of the workplace is overseen and policies and procedures are implemented and monitored regularly.

**Staffing.** Fit and proper persons employed.  
Fit and proper person requirement for Directors is followed.

**Duty of candour.** Relevant information must be volunteered to all persons who have or may have been harmed by the provision of services, whether or not the information has been requested and whether or not a complaint or a report about that provision has been made.

Our Redcrier manuals will provide your staff with training to support attainment of the fundamental standards.



## Unit One

### The importance of risk assessment.

In 2009 / 2010 alone 152 people were killed at work and there were 233,000 reported injuries. The majority of accidents in the workplace could be avoided if measures were introduced to improve procedures and raise staff awareness of health & safety issues.

Risk assessment is the key to good health and safety management. By putting some thought and time into identifying potential hazards and possible ways of controlling them the likelihood of workplace accidents and occupational ill health can be significantly reduced.

Introducing appropriate measures to reduce risk not only saves lives, it also makes good business sense. Workplace accidents and ill health cost society an estimated 11-16 billion pounds a year. Money spent on health and safety measures is money saved on the effects of accidents, illnesses and injuries.

#### Potential costs of accidents / ill health to businesses:

- **Loss of production – potential loss of clients.**
- **Reduced efficiency due to loss of experienced workers. Sick pay – staff cover.**
- **Increased insurance premiums. Investigation – fines – compensation.**
- **Damage repairs.**
- **Loss of reputation.**
- **Increased staff stress due to larger work load / lack of confidence in safety.**
- **Possible loss of / forced closure of business.**

Risk assessment is not a complicated scientific process, nor is it a theoretical exercise producing lots of unnecessary paperwork. Effective risk assessment involves a combination of common sense and practical knowledge of the working environment and activities.

**The Health & Safety at Work Act 1974** gives responsibility to all staff members to protect themselves and others. **The Management of Health & Safety at Work Regulations 1999** give employers and managers specific responsibility for carrying out risk assessments on all aspects of the work environment and activities, if more than 5 staff are employed findings must form part of the arrangements of the health & safety policy and so must be formally recorded and stored.

# Risk Assessment

**The Health & Safety (Consultation with Employees) Regulations 1996** make it a legal requirement for employers to provide information and training regarding health and safety issues and to make staff aware of any risks affecting their work roles. All employees should have an awareness of the principles of risk assessments to enable them to identify hazards and ensure their own health and safety in the workplace.

## **COSHH – The Control of Substances Hazardous to Health Regulations 2002.**

All employers are responsible for either preventing exposure of employees to hazardous substances or adapting workplace practices for their protection. The COSHH Regulations apply to all workplaces and it is important that a COSHH risk assessment is carried out in all instances. This must be documented where there are more than 5 employees. N.B. Data sheets are not COSHH Assessments.

Risk assessment should be an ongoing process based on the individual needs of the workplace. Similar hazards may occur in a variety of work environments but the actual level of risk they produce and the appropriateness of control measures introduced will be different everywhere. For this reason experts may be brought in to advise on areas such as fire safety or the use of chemicals but the actual risk assessment should be carried out by someone with practical experience of the workplace itself.

### **Employees' responsibilities.**

You have a legal responsibility to comply with risk assessment findings; you must follow safety systems put in place to prevent accidents and ill health in the workplace.

To ensure your own health and safety you should assess work tasks before carrying them out. This informal risk assessment should include:

- A visual check of equipment.
- A visual check of the surrounding environment.
- Consideration of personal capabilities e.g. level of expertise, fitness.
- Availability of necessary safety equipment.

You must report any hazards such as spillages or damaged equipment and make your manager aware of any factors that may affect your ability to perform your usual tasks such as pregnancy or ill health.

# Risk Assessment

## Unit One Questions

1. Under what regulations must managers' risk assess the use of chemicals in the workplace?
2. Give two examples of a company's potential costs in the event of an employee having an accident at work. Explain your answer.
  - 1.
  - 2.
3. Why is it necessary to look after your own health and safety in the workplace?
4. Why would practical knowledge of the workplace be helpful when carrying out a risk assessment on a manual handling activity?
5. If a company employs more than 5 staff what must happen to risk assessment findings?