




Adult Social Care - Assessment and Care Management

Risk Assessment - Significant Findings Sample

Directorate	Adult Social Care	Activity	Lone Working	Carried out by		Date	July 2012	Sheet 1 of 4
Hazards	Who might be harmed	Existing Controls (Or proposed controls in the case of a new activity)		*Risk rating with existing or proposed controls	Are risks adequately controlled Yes/No	If No, what further actions are required to reduce the risks Or additional comments		
Driving alone Urban hazards Remote/rural hazards Season hazards Breakdown Road traffic accident (RTA)	Staff Other road users Pedestrians	<ul style="list-style-type: none"> Line Manager to check drivers documents G31 Managing Occupational Road Risk Breakdown cover in place for Leased vehicles Employees arrange own cover for private use vehicles All staff attend Driver Improvement Programme (see link above) Refer to safety tips. Staff to re-plan journey (to avoid hazards or dangerous routes) include directions. Time management: Staff to allow sufficient time for journey. LCC Winter Safety Bulletins produced for bad weather. Park in well-lit location close to property. See driver improvement advice – Managing Occupational Road Risk (see link above). Torches available from managers. 				<ul style="list-style-type: none"> Routinely dealt with at induction and reviewed/recorded in supervision Include Driver Improvement safety guidance in pack Winter weather procedure in pack. <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  SLIPS.doc </div> <div style="text-align: center;">  Before Driving In Winter Weather Conc </div> </div> <ul style="list-style-type: none"> Monitored in Supervision 		

<p>Illness/injury out of office</p> <p>Accident/injury</p> <p>Illness</p> <p>Road Traffic Accident (RTA)</p>	<p>Staff Person Family</p>	<ul style="list-style-type: none"> • Assess injury or illness; provide basic first aid in accordance with relevant training. Refer to; G3 First Aid Policy • Do not attempt to lift from floor, refer to: Appendix H - Fallen Person Protocol. • Remember standard Infection Control procedures. • Call 999 if necessary. • Summon assistance from passers-by/person if injured or taken ill off site. Contact manager or office once safe/able. • Provision of mobile phone enables staff to summon assistance in the event of an emergency, breakdown, RTA, illness if able. Persons landlines may be used for summoning assistance. • Complete PO3 for all accidents incidents. Report to line manager. • Accident reporting. Managers to investigate and review. 			<ul style="list-style-type: none"> • Teams own procedure if person reports no show of staff or if staff do not sign out/off out of hours. • Provision of first aid kits to be made available to deal with minor injuries.
<p>Visiting a persons Home.</p> <p>Unsafe access or home environment.</p>	<p>Staff</p>	<ul style="list-style-type: none"> • Staff to gain relevant information prior to visit i.e. directions/address/key safe no/access, persons telephone number. • Staff to update their electronic calendar with visit & time details. • Are people aware of LCC smoking policy? G14 Smoke-Free Policy to refer to smoking policy leaflet prior to visit if possible. G14.1 Smoke-Free Policy Guidance for Managers • Skill and experience of staff to identify risks and manage them; use your intuition. • Concerns discussed and recorded on persons notes on return to office. 			<ul style="list-style-type: none"> • Ground rules on use of call divert on mobiles, by people likely to be called for assistance • Panic alarms & torches available via manager.

<p>Unpredictable or Challenging behaviour from the person, family members, others</p>	<p>Staff Person Family Other</p>	<ul style="list-style-type: none"> • Refer to AIS hazards for knowledge of High Risk people. Note prior warning indicators seek advice and take relevant action. • Specific risk assessment's carried out and recorded/indexed in persons notes if necessary. • Office colleagues aware of location and time of visits. • Personal Safety training available to all staff. See link ASC e-Learning. • Email request for username & password to access ASC e-learning adultseacademy@lincolnshire.gov.uk • Be aware of all escape routes and sit near door if possible. • Staff identifying unsafe situations to leave and rearrange contact from another location or 'double up'. Report to office. 			<ul style="list-style-type: none"> • Teams own signing in/out procedure required for all visits during working hours. • Agreed call in time if risk assessment identifies concerns • Single agreed trigger words/statement for all staff meaning "help" i.e. I need to get fuel" with planned response • Staff to add an AIS hazard alert. • Discuss with manager regarding informing other partner agencies to the alert.
<p>Pets/neighbours Pets.</p>	<p>Staff</p>	<ul style="list-style-type: none"> • Individual consideration to be given if staff are allergic to certain animals or have a fear/phobia. • Staff may request animals to be in another room or in suitable enclosures during their visit. • Staff may arrange meeting in alternative venues with person's agreement. 			<ul style="list-style-type: none"> • Refer to: DEFRA - Dangerous Dogs
<p>Dangerous occurrences e.g. fire/gas leak etc.</p> <p>No landline telephone communication to emergency services</p>	<p>Staff Person Family Other</p>	<ul style="list-style-type: none"> • Mobile phones for staff to summon assistance in the event of an emergency always after staff have removed themselves from danger. • Encourage person to exit the property. • Report if person is unable to exit the property. • Warning considerations to neighbours if it is safe to do so. 			

<p>Mobility issues Moving and Handling</p>	<p>Staff Person</p>	<ul style="list-style-type: none"> • Copy of issued to: POEL 29a all staff • Can M&H task be avoided. • Can M&H task be completed by family member. • M &H training programme in place according to job role. Check staff training is up to date. • Confirm individual capability/ medical conditions of staff that are to support and exclude from task if necessary and record. • Implement Appendix K - Wheelchair Guidance and record in persons M&H risk assessment. • Visual wheelchair check to be completed. 			<ul style="list-style-type: none"> • Refer to moving and handling policy and document the risk assessment.  <p>G12--Moving-and-Handling-of-People-Polic</p>
<p>Intruder in the Work Base</p> <p>Early/Late/ weekend working in work bases</p>	<p>Staff</p> <p>Staff</p>	<ul style="list-style-type: none"> • Be familiar with & follow buildings own security protocol. • ID badges to be worn to identify staff. • Telephones/mobiles available to request assistance/emergency services. • Report incidents to managers and colleagues in Health and Safety. • To be agreed with manager and building care taker with arrival and departure times. • Continue to follow work base security procedures regarding closure of exits and windows and procedures for visitors. • Meetings to be arranged during normal working hours or in alternative venues. • Appliance with working time directives. • Telephones/mobiles available for use in emergencies. 			<p>Practice/ working times to be monitored within supervisions.</p>

Accidents Injuries	Staff Person	<ul style="list-style-type: none"> • Mobile phones, first aid kit, available via managers. • Refer to Appendix H - Fallen Person Protocol. • Contact details for person, family, carers. • Complete PO3 for all accidents incidents. Report to line manager. • Accident reporting. Managers to investigate and review. 			
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***Risk Rating = Likelihood of Occurrence x Severity of Harm** (Not essential, can help in prioritising actions)

Likelihood of Occurrence	1 Rare, 2 Unlikely, 3 Moderate, 4 Likely, 5 Almost Certain
Severity of injury	1 Minor, 2 Moderate, 3 Significant, 4 Major, 5 Catastrophic

Adult Social Care - Assessment and Care Management

Risk Assessment - Significant Findings Sample

Directorate	Adult Social Care	Activity	Transporting people in employee vehicles	Carried out by		Date	July 2012	Sheet 1 of 2
Hazards	Who might be harmed	Existing Controls (Or proposed controls in the case of a new activity)		*Risk rating with existing or proposed controls	Are risks adequately controlled Yes/No	If No, what further actions are required to reduce the risks Or additional comments		
Injury to staff or person due to lack of authorisation and risk controls when transporting people.	Staff person	<ul style="list-style-type: none"> Transporting a person to take place only in exceptional circumstances. Arrange to meet at venue family to organise or appropriate transport/ support to be arranged. Managers to authorise all transport assistance and ensure a suitable risk assessment is completed by themselves or a competent person. 				<ul style="list-style-type: none"> General Managers to communicate risk assessment & guidance to staff teams. 		
Challenging behaviour Medical conditions Slips, trips falls	Staff person	<ul style="list-style-type: none"> Confirm person is not likely to present risk of violence or distraction to the driver during transportation. Ensure the persons medical conditions are considered and person is medically fit to travel. Confirm whether the person is able to mobilise independently and whether mobility aids are necessary to prevent falls. 				<ul style="list-style-type: none"> If mobility aids travel with the person driver to ensure they are secured in the vehicle. Refer to: G28 Manual Handling of Loads Policy & Guidance 		
Driving road risk	Staff person	<ul style="list-style-type: none"> All staff to comply with G13 Management Occupational Road Risk Ensure insurance policy covers transporting service users for work purposes. 				<ul style="list-style-type: none"> Managers to ensure compliance during supervision sessions. 		

<p>Mobility issues Moving and Handling</p>	<p>Staff Person</p>	<ul style="list-style-type: none"> • Copy of issued to: POEL 29a all staff • M &H training programme in place according to job role. Check staff training is up to date. • Confirm individual capability/ medical conditions of staff that are to support and exclude from task if necessary and record. • Implement Appendix K - Wheelchair Guidance and record in persons M&H risk assessment. 			<ul style="list-style-type: none"> • Refer to moving and handling policy and document the risk assessment.  <p>G12--Moving-and-Handling-of-People-Polic</p>
<p>Accidents Injuries</p>	<p>Staff Person</p>	<ul style="list-style-type: none"> • Lone worker Risk Assessment/Guidelines read. • Mobile phones, first aid kit, available via managers. • Refer to Appendix H - Fallen Person Protocol. • Contact details for person, family, carers. • Complete PO3 for all accidents incidents. Report to line manager. • Accident reporting. Managers to investigate and review. 			

*Risk Rating = Likelihood of Occurrence x Severity of Harm (Not essential, can help in prioritising actions)

Likelihood of Occurrence	1 Rare, 2 Unlikely, 3 Moderate, 4 Likely, 5 Almost Certain
Severity of injury	1 Minor, 2 Moderate, 3 Significant, 4 Major, 5 Catastrophic