Risk Assessment

1. Background

This policy has been developed to ensure all relevant risk assessment forms have been completed in Abbeyfield The Dales (ATD) supported houses, independent living premises, care homes and offices as per legislation.

Completing a risk assessment is an important step in protecting all employees, residents and visitors from obtaining injury and illness as well as protecting the business and complying legally. It helps to focus on the risks that really matter in the workplace; identifying the ones with the potential to cause harm. In many instances, straightforward measures can readily control risks, for example, ensuring spillages are cleaned up promptly so people do not slip or cupboard drawers are kept closed to ensure people do not trip. For most, that means simple, cheap and effective measures to ensure everyone present within the working environment are protected.

2. Objectives

ATD is committed to providing services that enhance the quality of life for older people and developing services that will meet the needs of future generations. This commitment is based on the Mission and Values of ATD. ATD will also comply with all relevant and current legislation.

The aim of this policy is to ensure that staff and all within our premises are free from possible injury and illness when completing their daily duties and are not put at any undue risk. Where appropriate risk assessments are completed to help maintain this.

3. Scope

It is the responsibility of each manager within all building to risk assess. All managers e.g. registered care managers, catering manager, maintenance managers, and office managers to identify, assess, control and document their own risks and to record these.

This Policy and Procedures document applies equally to all members of staff either permanent or temporary, and to those working as a volunteer or staff under a contract for services.

This policy applies to Abbeyfield the Dales Limited and its corporate trustee responsibilities for registered providers Charles Edward Sugden Almhouses, and Frank Crossley's Almshouses, also for the non-registered provider The Pawson Cottage Homes, and its subsidiary Abbeyfield Court Limited.

4. Policy

4.1. Definition

Risk management is the core element of successful health and safety management. A hazard is the potential of a substance, activity or process to cause harm and the risk is the likelihood of that hazard occurring and causing harm.

A risk assessment is the overall process of estimating the magnitude of risk, and deciding if it is acceptable, tolerable or intolerable, considering the measures already in place. The assessment will highlight any additional measures that may need to be put in place.

ATD has a mandatory responsibility under the Management of Health and Safety at Work Regulations 1999 to conduct a suitable and sufficient assessment of all risks to the health and safety of people who may be affected by its undertakings. This duty does not replace the need to carry out specialised risk assessments under the Health and Social Care Act 2008 (Regulated Activities) Regulations 2014: Regulation 12 for CQC and health and safety legislation such as manual handling, hazardous substances, display screen equipment and fire.

4.2. Roles & Responsibilities

4.2.1. The Chief Executive (CE)

- As the responsible person, the Chief Executive has overall responsibility for ensuring that the ATD operates effective risk management and health and safety systems, meeting all statutory requirements and adhering to all risk guidance issued.
- The Chief Executive provides leadership and strategic direction to risk management processes.

4.2.2. Registered Care Manager / House Manager

It shall be the Registered Care Manager / House Manager responsibility to:

- Undergo training as directed by Senior Management or the Line Manager on risk assessments relevant to the duties to be undertaken.
- Comply with the requirements of risk assessments by ensuring they are completed and reviewed as directed within the relevant Health and Safety policies.
- Report any anomalies in the details or requirements of relevant risk assessments to their line manager; and
- Stop affected work and report to their line manager or to the Health and Safety Manager any dangerous condition that may cause harm or damage.

4.2.3. Maintenance Manager/ Domestic Manager/Catering Manager/Head Chef

- Undergo training as directed by Senior Management or Line Manager on risk assessments relevant to the duties to be undertaken.
- Carry out suitable and sufficient risk assessment and make all staff aware of them.
- Issue SSOW safe system of work having conducted the risk assessments for all staff to follow.

- The maintenance manager will make sure that risk assessments/RAMS/SSOW from contractors will work in conjunction from all ATD permits to work were applicable.
- Report any areas of concern to the Health and Safety Manager where current practices are causing a high risk:
- Check contractors risk assessments & RAMS before contractors start work, if unsure check with the Health & Safety Manager.

4.2.4. Director of Operations

It shall be the Director of Operations responsibility to:

- Ensure the risk management system is correctly implemented in each house/care home and risk assessments are current and valid.
- Ensure the nominated person(s) who complete risk assessments receive the relevant training and attend the courses arranged for them.
- Report any areas of concern to the Health and Safety Manager where current practices are causing a high risk to the house/care home and those within; and
- Notify the Health and Safety Manager of staff members who require specific training on risk assessment.

4.2.5. Health & Safety Manager/ Department

It shall be the Health and Safety Manager responsibility to:

- Maintain the risk management system and procedures to ensure they are current, comply with legislation and meet the needs of ATD, informing senior management of any required amendments.
- Provide risk assessment training to all staff as is necessary.
- Update risk assessments to ensure they comply with the relevant legislation and ensure they are available to access as and when necessary; and
- Monitor the correct implementation of risk management throughout ATD by programmed Health and Safety inspections and informal arranged house visits.

4.2.6. Activities Co-Ordinator

- Provide risk assessment for each of the activities carried out by residents.
- Ensure that all outside contractor entertainers have provided risk assessment and copies of public liability insurance. Speak to line manager in the first instance for support, then the Health Safety department, or HSM.

4.2.7. Employee Responsibilities

All staff are encouraged to use risk management as a mechanism to highlight areas for improvement.

All staff should:

- Comply with the risk management/health and safety arrangements appropriate to the work task being undertaken.
- Report to their line manager any deficiencies that could impact upon the health, safety and welfare of individuals (residents, staff, contractors, etc.).
- Complete and submit an incident report form in the event of a reportable incident (refer to the Health & Safety Policy).

- Escalate by the quickest means possible incidents where serious harm has occurred or the potential for serious harm exists/existed (refer to the Health & Safety Policy).
- Follow the whistle blowing policy if they feel unable to raised issues via alternative routes.
- Participate as directed by line management in any training deemed necessary to effectively manage risk.
- Comply with all ATD policies for risk management and any professional guidelines (e.g. CQC) and standards set by the relevant professional bodies and associations.
- Comply with all risk assessments and SSOW at all times, if unsure stop work and speak to line manager.
- Use protective equipment as provided for the task to be undertaken if risk assessment determines its necessity.
- Not intentionally or recklessly interfere with or prejudice equipment that has been provided for the safety of them or others.

4.2.8. Contractors, Agency Staff and Volunteers

The Management of risk is an individual as well as collective responsibility. Bank, Agency Staff, Locum staff and Volunteers will receive a local induction so they can work safely and if this does not happen, they should report this to the employing agency.

Contractors are required to comply with the contractual arrangements that specify the health, safety and risk management activities that must be observed while working in ATD. The contractor must always follow the ATD code of conduct for contractors. This includes maintaining appropriate communication with the ATD contact who is responsible for each contract.

4.2.9. Residents & Visitors

Residents and visitors have a role in identifying and reducing risk. They are expected to co-operate with all ATD staff on request. They also have a responsibility to identify any issues or information that may place them at risk whilst receiving care within any ATD building. Residents and visitors are encouraged to report incidents, to follow infection prevention and control procedures and share knowledge in relation to their care or condition which may minimise the likelihood of an adverse event.

4.3. Risk Assessment

The ATD risk assessment process is based on the principles of the Health and Safety Executive (HSE) ‘Five Steps to Risk Assessment’:

1. Identify the hazard.
2. Identify who may be harmed and how.
3. Evaluate and control the risks.
4. Record significant findings; and
5. Review the assessment and revise.

All Risk Assessment forms can be found at following location S:\ATD\Health & Safety\Risk Assessments that is specific to the subject area required to be assessed. Where a specific form is not available the generic risk assessment is to be used following the process above.

Risk Assessment will always take place for the following as the risk is greater

- Loan worker
- Night workers
- Pregnant workers
- Young workers

4.3.1. Reviewing of Assessment

All Risk Assessments must be reviewed:

- Upon significant change to personnel, the activity, equipment or process;
- After any accident or incident that occurs while undertaking;
- the activity covered by the risk assessment; and/or
- By the specified review date which should be at least annually.

4.4. Training

Training will be provided on the completion of risk assessment forms:

- As part of the Health and Safety Awareness course for general risk assessments;
- As part of the Fire Management course for fire specific forms, including Resident Assessments and PEEPS; and
- Where other specific training is required to be booked as and when needed.

Where training is essential for a staff member's job it is a mandatory requirement that they attend when training sessions are arranged to ensure the company complies with their legal duty with risk assessment under the Management of Health and Safety at Work Regulations 1999.

5. Finance, Value for Money & Social Value

N/A

6. Supported Appendices

APPENDIX 1: Generic Risk Assessment

APPENDIX 2: Generic Maintenance Risk Assessment

All risk assessments can be found here: S:\ATD\Health & Safety\Risk Assessments

7. Linked Policies

Health & Safety (HSF007)

8. Legislation/Regulation

Management of Health, Safety at Work Regulation 1999

Health and Safety at Work Act 1974

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

Health and Social Care Act 2008 (Regulated Activities) Regulations 2014: Regulation 12

Specific regulations on areas where it requires a risk assessment to be completed regarding working with/as the subject in question.

9. Review

Every 2 years, subject to any regulatory or legislative updates.

10. Procedure/Guidance

Completing the risk assessment form:

1. Description of Task/ Activity Hazard and Risk - Please include as much detail of the risk as possible i.e. the cause, the consequence, the location, who may be affected by the risk (e.g. staff, residents, contractor or public etc).
2. Calculating the Initial Risk Score – i.e. the score when the risk is initially identified.
3. List the existing controls in place at the time the risk is initially identified and add any that you feel will reduce and lower the risk. Controls include relevant policies, procedures, practices, training, organisational structures and lastly PPE etc that are used to manage risk. Assess whether controls are strong (i.e. operate effectively and provide reasonable assurance that the risk is adequately controlled) or weak.
4. Calculating the Risk Score with all the control measure – i.e. the score when all controls measures are in place the old ones and new. Has the levels been reduced or reached 1 – 4 Acceptable (no further action required) or 5 – 9 = Adequate (look to improve at next review)
5. If a further reduction is required list the main actions planned to reduce the risk to an acceptable level.
6. Review, this is dependent upon the severity of the risk but as a minimum it should be undertaken at least once a year.

APPENDIX 1: Generic Risk Assessment

Abbeyfield The Dales

Risk Assessment

Site Name:		**Address:**		**Date:**	
Activity:					
Groups at Risk:					
Assessor:		**Role:**			

No	Task/Activity	Hazard/Risk	Likelihood x Severity = Risk Rating			Current Controls	Likelihood x Severity = Risk Rating (with controls)		
			L	S	RR		L	S	RR
1.						• .			
2.						• .			
3.						• .			
4.						• .			
5.						• .			
6.						• .			
7.						• .			
8.						• .			
9.						• .			
10.						• .			

Risk/Priority Indicator Matrix

LIKELIHOOD	Almost certain/imminent	5	5	10	15	20	25
	Likely	4	4	8	12	16	20
	Even chance/may happen	3	3	6	9	12	15
	Unlikely	2	2	4	6	8	10
	Improbable/very unlikely	1	1	2	3	4	5
			1	2	3	4	5
			Negligible (delay only)	**Slight** (minor injury / damage / interruption)	**Moderate** (lost time injury, illness, damage, lost business)	**High** (major injury damage, lost time, business interruption, disablement)	**Very High** (fatality/business closure)
			SEVERITY (CONSEQUENCE)				

Risk Status / Suggested Timeframe

17-15	**High**	Stop activity	As soon as possible and make immediate improvements.
10-16	**Medium**	Tolerable	Look to improve within specified time frame / within next 3-6 months.
5-9	**Low**	Adequate	Look to improve at next review / whenever viable to do so.
1-4	**None**	Acceptable	No further action required

Reviewed by Andrew Russell (Health & Safety Manager) / Philip Birkinshaw (Chief Executive)
Approved by ATD Board: 31/07/2026

Action Plan

Activity / Situation / Hazard	Action Required	Action By	Completed By (name & date)

APPENDIX 2: Generic Maintenance Risk Assessment

Abbeyfield The Dales

Maintenance Risk Assessment

Abbeyfield
The Dales

Site Name:		**Address:**		**Date:**	
Activity:					
Groups at Risk:					
Assessor:		**Role:**			

Staff PPE requirements for this operation									
Safety Boots	**Coveralls**	**Gloves**	**Eye Protection**	**Hearing Protection**	**Face Protection**	**Hard Hats**	**Hi Viz Vest/ Clothing**	**Dust Mask**	**Wellington Boots**
Y / N	**Y / N**	**Y / N**	**Y / N**	**Y / N**	**Y / N**	**Y / N**	**Y / N**	**Y / N**	**Y / N**
Specific PPE comments or requirements: Refer to site specific PPE rules in addition to this assessment.									

No	**Task/Activity**	**Hazard/Risk**	**Likelihood x Severity = Risk Rating**			**Current Controls**	**Likelihood x Severity = Risk Rating (with controls)**		
			L	**S**	**RR**		**L**	**S**	**RR**
1.						• .			
2.						• .			
3.						• .			

Risk Assessment Page **1** of **4**

No	Task/Activity	Hazard/Risk	Likelihood x Severity = Risk Rating			Current Controls	Likelihood x Severity = Risk Rating (with controls)		
			L	S	RR		L	S	RR
4.						• .			
5.						• .			
6.						• .			
7.						• .			
8.						• .			
9.						• .			
10.						• .			

Risk/Priority Indicator Matrix

LIKELIHOOD	Almost certain/imminent	**5**	**5**	**10**	**15**	**20**	**25**
	Likely	**4**	**4**	**8**	**12**	**16**	**20**
	Even chance/may happen	**3**	**3**	**6**	**9**	**12**	**15**
	Unlikely	**2**	**2**	**4**	**6**	**8**	**10**
	Improbable/very unlikely	**1**	**1**	**2**	**3**	**4**	**5**
			1	**2**	**3**	**4**	**5**
			Negligible (delay only)	**Slight** (minor injury / damage / interruption)	**Moderate** (lost time injury, illness, damage, lost business)	**High** (major injury damage, lost time, business interruption, disablement)	**Very High** (fatality/business closure)
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Activity / Situation / Hazard	Action Required	Action By	Completed By (name & date)

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