

Risk Assessment Policy (Policy: AG03)

Policy

Autism Guernsey has a legal and moral responsibility to carry out “suitable and sufficient” risk assessments.

This policy aims to define the practice and procedures for all Directors, staff and volunteers in order to ensure an appropriate risk assessment has been carried out for all relevant activities. It is aimed at protecting all parties participating in an activity.

Objectives

- To ensure that all Directors, staff and volunteers are aware of the process of risk assessments and it’s importance in Autism Guernsey activities
- To ensure that “suitable and sufficient” risk assessments are carried out for relevant activities by a risk assessor
- To ensure that all risk assessments identify practical control measures that protect people from harm and injury
- To promote an environment conducive to development in a safe and secure fashion

When should a risk assessment be carried out

A documented risk assessment is not required for every activity and it would be impractical, if not impossible, to eliminate all risk. We must, however, aim to protect people as far as is ‘reasonably practical’.

For example, it is good practice to check whether service users have any known food allergies before engaging in food related activities. If, however, someone does not disclose an allergy or indeed is unaware of an allergy it would not be the responsibility of the organisation to know this.

In general, activities that require Risk Assessments to be completed include: *New activities, Activities that take place outdoors, Group activities, Activities that take place in remote locations.*

Process for assessing risk using Risk Assessment Pro Form

Step 1 – Identify Hazards

Identify how people could be harmed during the course of an activity. A good way to do this is to analyse each phase of an activity from its start

point to end point eg. cooking activity. This will ideally be done through observation of the site of activity however this will not always be practicable. Think about the different categories of individual who may be at risk (see Step 2). Note down hazards that may be experienced during the course of the activity in the boxes provided, if unsure whether to include or not it is preferable to include. **Note: It is always a good idea to refer to the Risk Assessments templates as a starting point for any new assessment.**

Step 2 – Identify the people at risk

Alongside each identified hazard please note down the 'people at risk'. These could include staff, volunteers, service users or members of the public. **Note: Remember that you have a higher duty of care for some people including children and vulnerable adults.**

Step 3 – Note down any control measures

Where a hazard is identified you must show what steps you will take to ameliorate the risk. Wherever possible one should attempt to reduce risk to a risk rating of 'Low' however it is expected that this will not be possible for all situations. If possible, indicate how risk is being considered and managed against the benefit of the activity.

Step 4 – Record actions, sign and file

All actions should be completed prior to commencement of an activity. The assessor should sign the completed document and ensure it is filed in the appropriate place. A copy of all completed risk assessments should be forwarded to the individual's line manager.

Date policy and appendices adopted: _____

Date policy to be reviewed: _____

Signature of Chair: _____

Risk Assessment Policy: Appendix One

See: Shared Drive/Autism Guernsey/Policies/Risk Assessment Policy

For reference purposes the file looks like this:



Key

Risk Rating	Action Required
Very High (VH) – Strong likelihood of fatality or serious injury occurring	The activity must not take place at all. You must identify further controls to reduce the risk rating
High (H) – Possibility of fatality or serious injury occurring	You must identify further controls to reduce the risk rating
Medium (M) – Possibility of significant injury or over 3 day absence occurring	If it is not possible to lower the risk further demonstrate how the risk is being considered against the benefit
Low (L) – Possibility of minor injury only	No further action required

Overall risk rating: Very High/High/Medium/Low

Additional comments: _____

Name of assessor: _____

Signed: _____

Dated: _____