

**Spiral Sussex**

**Risk Assessment  
Policy**

**November 2018**

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**Policy**

This policy and procedure has been approved by the Executive Committee of Spiral Sussex which are responsible for its review.

The original signed copy of this policy and procedure is kept at Spiral Sussex's office.

Signed: Mark Shanahan Date: 6<sup>th</sup> November 2018

Name: Mr Mark Shanahan  
Chair of Trustees

Signed Mr Marc Blackwell Date: 6<sup>th</sup> November 2018

Name: Mr Marc Blackwell  
Trustee

Record of adoption and review of this policy and procedure:-

- Adopted:
- To be reviewed: (+1 years from the adopted date)

## **Spiral Sussex**

### **Risk Assessment**

### **Policy**

The purpose of this policy to ensure risk assessments are conducted for all of Spiral Sussex's activities and services. Under the Health & Safety at Work Act 1974, it is recognised that risks are prevented and lowered as reasonably possible and that this is the responsibility of employers. Spiral Sussex is of the opinion that risk assessments are critical to the successful health and safety of the organisation and its services and activities.

A risk assessment is a considered analysis of the risks and hazards that may cause harm to people and that these are mitigated reasonably. The person carrying out the risk assessment, on identifying hazards are responsible for reducing or preventing the hazard and risk of injury or illness from the hazards, these are known as control measures.

Risk assessments need to consider the Care Plans arranged for providing sufficient and necessary care for persons. Additional documents such as Moving and Handling Plans may also be included and necessary.

#### **1. Definition**

The following terms in this policy and procedure are understood as:

“staff and staff members”

means all Spiral Sussex employees including part-time, full-time, consultants, volunteers and interns

#### **Policy**

Each of Spiral Sussex's services and activities must have a risk assessment. It is the responsibility of the Chief Executive and Board of Trustees to ensure that these are completed. It is the responsibility of all staff to ensure that risk assessments are implemented and to cooperate

with the responsible person in ensuring them. In the case that staff fail to ensure adequate implementation or follow risk assessments, disciplinary proceedings may be pursued.

Spiral Sussex will ensure that risk assessments are carried out:

- for each service and activity (e.g. projects, open days)
- for each service user with a learning disability attending our services and activities (the risk assessment may feature as part of the individual's care plan)
- for each position, paid and voluntary held by a member of staff

Responsible managers specific to project activities will be identified as the responsible person for ensuring risk assessments are in place and are updated annually or earlier in the case of incidents.

Risk assessments and care plans for individuals with learning disabilities will be updated:

- every 6 months for children and young people (under 18)
- every 12 months for adults (over 18)

On the day of the service or activity, the responsible manager must ensure that all staff involved in the service or activity have read and understood the risk assessments and care plans for every session. Staff are also responsible for ensuring that they have read, understood and implement all risk assessments and care plans.

| Check   | Evidence  |
|---|---|
| Have all staff received the necessary training to complete, understand and implement risk assessments?                      | <p>Check risk assessments are complete and by the responsible manager</p> <p>Check training records of staff completing risk assessments</p> <p>Ask staff completing risk assessments about their training, was it sufficient? Do they require more training?</p>   |
| Does each service and activity have an-up-to-date risk assessment?  | <p>Check risk assessments</p> <p>Confirm that risk assessments are up-to-date</p>   |
| Do all staff participating in services or activities receive risk assessments and understand how to use it?                 | <p>Ask senior staff delivering activities (e.g. at a project) for the risk assessment</p> <p>Check that the risk assessment at the office is the same version as the risk assessment in the project files</p> <p>Ask staff about the risk assessment – i.e. how do they use it, are there any hazards not included on the risk assessment</p> <p>Ask all staff whether they are familiar with the risk assessment</p> <p>Find out whether staff think the risk assessment could be improved</p> |
| Are risk assessments completed for additional/one off activities, e.g. holidays?  | <p>Ask responsible managers to see a copy of the risk assessment for a recent event</p>   |
| Has a risk assessment been completed for each position with Spiral Sussex, if so, has it been made available to the person? | <p>Ask staff for a risk assessment related to their role</p> <p>Contact the staff member with the risk assessment, ask them whether they have a copy and whether they understand it</p>   |