



# Risk Management Policy

## What do we mean by Risk Assessment?

Risk Assessments are designed to protect staff, volunteers, members of the public and service users, they are not meant to prevent people enjoying any activities. Any support requires that routine risk assessments are carried out during the support time and does not always need to be written down. A risk assessment can be a visual assessment of a situation, e.g. crossing the road or lifting an object.

A risk assessment involves the examination of a given activity, identifying the hazards present, evaluating the extent of risks and taking account of whatever precautions are already in place.

The purpose of risk assessment is to promote safe working environments and for the organisation to fulfil its obligation to protect other people affected by the work of the organisation as required by the Health and Safety at Work Regulations, 1992. This then creates a healthier, safer environment in which risks are managed and under control.

In managing risk to service users, it is essential that the safety of staff and others are given equal consideration.

## Policy Statement

Deafblind Scotland is committed to providing a safe working environment for its staff, volunteers and people who use our services. If anyone is concerned about their safety at any time, they must discuss it with the Health & Safety Officer, Head of Operations or Service Manager, who will arrange for a risk assessment to be conducted.

## Why have Risk Assessment?

As a service provider we must ensure that the environment in which the service is provided is safe as far as is possible. Our organisation has a duty of care and existing legislation forms the basis for risk assessment. The two main pieces of legislation which relate to our work are:

### *Health and Safety at Work Act 1974*

This set out the basic framework for the management of Health and Safety at work.

### *Management of Health and Safety at Work Regulations 1992*

These regulations require suitable and sufficient assessments of risk to health and safety arising from work activities. Risk assessments should identify steps which need to be taken to ensure control of Health and Safety for both service user and service provider.

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**Words we use:**

- A 'Hazard' means anything that has the potential to cause harm
- A 'Risk' is a chance high, medium or low, that somebody will be harmed by the hazard.
- 'Risk assessment' process used to think about the work, assess risks involved and identify what can be done to reduce the risk.

**Who is responsible for risk assessment?**

Every employee is responsible for recognising risk and taking steps to reduce it where possible.

Every activity in which Deafblind Scotland participates should have a risk assessment in place or when necessary or when requested by service user or service provider.

Events arranged by Deafblind Scotland will be risk assessed by the Fundraising Department & Development Officer in consultation with Deafblind Scotland's Health and Safety Officer and other members of staff involved in organising activities as well as by agents responsible for delivering the activities, events or outings.

# Deafblind Scotland Procedure for Risk Assessment

## ***Aim of procedure***

This procedure provides a framework for Deafblind Scotland's policy on Risk Assessment to be followed, implemented and appropriately monitored.

## **When should the risk assessment procedure be used?**

It should be used to assess the risks of every activity in which Deafblind Scotland participates, at the initial stage, whenever necessary and when requested by a service user or service provider.

## ***How to do a Risk Assessment?***

Complete a Risk Assessment by considering:

- What harm could be caused?
  - To whom could it be caused?
  - In what circumstances would it occur?
- What precautions have already take place
- What further actions are needed to control or eliminate the risk?

***EXAMPLE:*** *Service user is Deafblind.*

1. *Service user could have accident in swimming pool, or*
2. *Be unaware of being told to clear the pool by shouted instruction.*

*The service user would be the person at risk.*

*The risk could occur if guide/communicator member is not in pool/toilet/changing room i.e. with service user at all times.*

*The pool assistants are unaware of service user's dual sensory loss.*

Judgements are made on a scale of HIGH (Urgent Action/Stop) To LOW (No action/Monitor)

- a. Severity of the consequence (Risk Level)
- b. Likelihood of the risk occurring

## **Risk Level Rating:**

Catastrophic	Fatal or life changing injury
Major	Injury requiring significant timescale to recover
Moderate	Requiring admittance to hospital
Minor/Insignificant	Requiring First Aid Treatment/No Injury

## **Likelihood of Occurrence:**

1.	Very Unlikely
2.	Unlikely
3.	Fairly likely
4.	Likely

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5.	Very Likely
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When calculating risk, consider psychological effects as well as physical.

When a decision has been made, calculate the overall risk according to the table below:

Likelihood / Risk Level	Negligible (Level 1)	Minor (Level 2)	Moderate (Level 3)	Major (Level 4)	Catastrophic (Level 5)
1 = Rare	1	2	3	4	5
2 = Unlikely	2	4	6	8	10
3 = Possible	3	6	9	12	15
4 = Likely	4	8	12	16	20
5 = Almost certain	5	10	15	20	25

 No Action/Monitor	 Active Monitoring	 Urgent Action/Stop
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**EXAMPLE:** *Service user swimming, without control measures to mitigate risk*

1. Service user having an accident in the pool

Risk Level	Major
Likelihood of occurrence (if unaccompanied)	Likely
Risk	20 (Urgent Action)

2. Service user not hearing instructions

Risk Level	Minor
Likelihood of occurrence	Almost Certain
Risk	10 (Active Monitoring)

**How can the risk be reduced?**

Determine measures to reduce risk to the lowest level reasonably practicable. Consider ideas for reducing risk and then reconsider the calculated risk score. You may find the score had reduced. In some circumstances it may not be possible to reduce the risk. In these circumstances it may be necessary to accept the risk.

**EXAMPLES:**

*Identify with the manager and others in the team on a clear protocol within the service for supporting this activity – clarifying the role and responsibilities of Deafblind Scotland guide/communicator/staff who is supporting someone to go swimming. The main responsibilities at the swimming pool are first ensuring that the pool attendants are aware that the person has a dual sensory loss and alerting pool attendants should a problem occur.*

**Action Plan**

Complete an Action Plan where you have allocated action and implemented measures in collaboration with those people identified as having a responsibility. Once you have done this ask the question, has risk been sufficiently reduced? You may need to go back and determine measures to reduce risk again.

Actions, who is responsible and dates need to be discussed, recognised and agreed with those identified with having a responsibility.

Example:

<b>Action</b>	<b>Who is responsible</b>	<b>Date</b>
1. Arrange training in pool for Deafblind Awareness	Service staff	Within 1 month
2. Discuss problem with service user – arrange meeting with relevant parties.	Service staff initially and guide/communicator regularly	Before swimming starts next week

Once the protocols agreed are put in place it may be that the risks are reduced as shown below

*EXAMPLE: Service user swimming, with control measures to mitigate risk in place*

1. Service user having an accident in the pool

*Risk Level*

*Major*

*Likelihood of occurrence*

*Unlikely*

*Risk*

*8 (Monitor)*

2. Service user not hearing instructions

*Risk Level*

*Minor*

*Likelihood of occurrence (if accompanied)*

*Unlikely*

*Risk*

*4 (No action)*

**Review Date**

After completing the assessment a review date needs to be considered. If calculated risk is high, on-going review may be necessary. If calculated risk is low, reviewing on an annual basis may be adequate.

Risk assessments will be affected by individual circumstances, situations and activities and require to be updated regularly.

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