



CONFIDENTIAL

Service User Name: <insert name>
GUIDELINES (March 2022)

1. Introduction

- 1.1. All risk assessments are made to protect people who are vulnerable to harm or injury from their environment as a result of illness, disability, economic and social circumstances.
- 1.2 Risk assessments are made to predict behaviour or events, which could cause harm or injury and impair wellbeing so that preventive or corrective action can be taken to prevent their probability of occurring. Risk assessment is about weighing up beneficial and harmful outcomes and stating occurrence. Each situation must be determined on its own merits and where there is uncertainty about the level and severity of the risks a safety first approach must be adopted.
- 1.3 When carrying out a risk assessment a number of key questions must be asked:
 - What are the risks or hazards?
 - Who is at risk and how seriously?
 - How are the risks identified?
 - When and where are people at most risk or vulnerable?
 - What counts as an acceptable and unacceptable risk?
 - When does risk taking become dangerous?
 - Who becomes responsible and accountable for any agreed risk taken?
 - How do we need to approach risk management?
 - What intervention strategies are used and how effective are they?
 - Has the service got the skills, resources and support to deal with the issues that may be raised?
 - What are the staff training implications?

2. Guidelines for Completing the Risk Assessment Form

- 2.1 The risk assessment form is intended to be used in conjunction with The Kelly Foundation referral form and any other medical evidence and support planning documents. No risk assessment should be used in isolation from a comprehensive, holistic assessment of need.
- 2.2 The risk assessment form should be completed for each service user before they start with The Kelly Foundation and updated whenever risk factors are identified within the holistic assessment and where staff, have concerns about the health and safety of the service user and/or others.

- 2.3 The risk assessment form is split into four sections:
- Basic information about the service user
 - Assessment checklist
 - History and details of risk behaviour
 - Risk analysis and action plan
- 2.4 For each risk identified there needs to be an objective description, detailing the circumstances, frequency and severity of the behaviour and the person's mental state/effects of their learning disability and capacity to understand at the time. It is essential that full details are recorded of all risk factors identified.
- 2.5 All risk assessments should be completed in conjunction with all other agencies involved with the service user's care and support, even where the service user raises objections. When completing the risk assessment form all other agencies and professionals involved must be recorded, including who reports have been requested from. Any professional disagreements must also be noted.
- 2.6 An agreed 'action plan' for managing the identified risk/s must be clearly documented and communicated to all relevant parties, including the service user. It is essential that all entries are appropriately signed and dated. Whenever possible the action plan should be aimed at preventative measures. Where this is not possible they should attempt to minimise the risk/s and/or contain them. Where risks cannot be prevented, minimised or contained the action plan should provide clear guidelines as to the course of action staff must take.
- 2.7 As with any assessment and management process and accepted good practice, review dates and evaluation processes should be written in the risk assessment form. Responsibility for all agreed actions must be delegated to named workers.
- 2.8 The Management Team must be notified of all serious risks identified and where appropriate should be involved with the risk assessment and reviews.
- 2.9 All incidents must be recorded in full and communicated to all relevant parties. An incident report and, where necessary, an accident report, must be completed and submitted in agreed timescales as detailed in the Incident Reporting Procedure. Copies must be retained in the Service Users file.
- 2.10 All risk assessments are continuous processes and the risk assessment form and any support plans should be seen as working documents.

Mental Health Example

Identified Risk	Triggers	Agreed Action Plan	Actioned To
Social isolation, Behaviour Regulation	Deterioration in mental health	a) Provide additional support b) Offer additional social activities	Support Worker
Special Precautions			

Learning Disability Example

Identified Risk	Triggers	Agreed Action Plan	Actioned To
Emotional Dysregulation to include verbal abuse and threats to others	When Needs are not meet or belief DH is not being listened to	a) Support, supervision and observation, offer “break out time” and 121 support	All staff

SECTION 1 – RISK ASSESSMENT

Service User Name:		Date of Birth:	
Address:			
Telephone Number:			
Is the Person Subject To:			
	Supervision Register		
	CPN		
	Probation Order		
	Supervised Discharge		
	Mental Health Assessment Sectioning		
	Other Conditions		
Named Support Worker:			
Other Professionals Involved:			
Name	Contact Telephone Number		
Assessment Completed By:			
Date Completed:			
Review Date:			

SECTION 2 – ASSESSMENT CHECKLIST

Tick all relevant columns where a risk is identified. Please indicate whether it is HIGH, MEDIUM or LOW risk based on knowledge of the service user.

RISKS TO SELF

Risk Factor	High	Medium	Low	Risk Factor	High	Medium	Low
Self Neglect				Wandering			
Abuse by others, financial abuse				Choking			
Non-compliance with medication				Mobility on stairs			
Drug misuse				Road sense			
Self-injurious behaviour				Environmental risks (e.g. kitchens or obstacles)			
Alcohol abuse				Medical problems, e.g. diabetes, epilepsy			
Anti-social behaviour				Sensory disabilities			
Non-engagement with staff				Ingesting substances			
Suicide / Ideation				Other (please specify)			
Falling							

RISKS TO OTHERS

Risk Factor	High	Medium	Low	Risk Factor	High	Medium	Low
Violence to family members				Threat to children			
Violence to staff				Sexual offences/inappropriate behaviour			
Violence to other residents				Other (please specify)			
Violence to general public				History of shouting/verbal threats to unknown members of the public			
Violence from a third party							

RISKS RELATED TO PROPERTY

Risk Factor	High	Medium	Low	Risk Factor	High	Medium	Low
Arson				Rent arrears			
Damage to property				Inability to understand and pay bills			
Theft				Inability to manage utilities (ie heating to keep warm)			

OTHER RISKS (Please Specify)

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SECTION 3 – PAST HISTORY & DETAILS OF ANY RISK BEHAVIOUR

For all risks identified in Section 2 a full description of the risk behaviour should be detailed. This must include who was involved, circumstances surrounding the incident, the outcome and the chances of a repeat incident.

Risk Identified	
Date/s of last occurrence	
Frequency	
Who was involved?	
Circumstances	(e.g., person's mental health state/learning disability and capacity to understand the risks, circumstances etc)
Outcome	
Chance of repeat incident (high, medium or low)	
Information provided by:	

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Information provided by:	

SECTION 4 – RISK ANALYSIS

This should be an objective analysis based on the information received, the views of all agencies and professionals involved, the views of the Service User and their family and carers.

Summary of information received:

Other professional views:

Service Users view:

Any disagreements:

Date	Identified Risk	Agreed Action Plan	Risk Level HIGH/MEDIUM/LOW	Reported by