

## Health and Safety: Risk Assessment and Control Policy

### **Policy Statement**

This policy sets out the values, principles and procedures underpinning this care service's approach to risk assessment concerning its users and health and safety for staff.

This care service recognises its responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe, healthy and compliant with all statutory requirements and codes of organisation, including the statutory duty on employers to conduct regular health and safety risk assessments.

The service is committed to ensuring the health, safety and welfare of its users and staff, so far as is reasonably practicable, and of all other persons who may be affected by our activities.

As an organisation, we fully comply with national standards and regulations concerning the assessment and management of all risks to personal safety.

This policy complements that on Risk Assessment and Management for People Using a Care Service.

### **Health and Safety Risk Assessments for People Using the Care Service**

- A risk assessment should be undertaken of the potential risks to the people using the service and staff associated with delivering any agreed package of care where possible, before the commencement of the care service, or immediately after the start if this has to be carried out as an emergency, which occasionally might happen.
- Where appropriate, this should include risks associated with assisting with medication and other health-related activities and should be updated annually or more frequently if necessary. It should be undertaken by a trained and qualified person.
- Risk assessments for prospective and current people using the service should be carried out for the presence and exposure to infections such as SARS-COV-2 virus that could result in the spread of disease in line with public health concerns.
- The risk assessment should include an assessment of the risks to the people using the service, which could result in their losing their independence and quality of daily living.
- How the risk assessment is undertaken should be appropriate to the needs of the individual, whose views, and those of their relatives or advocates, should be taken into account.
- A separate moving and handling risk assessment in relation to the person who uses the care service should also be carried out by a member of staff who is trained for the purpose, whenever staff are required to help a person using the service with any manual handling task, as required under the Manual Handling Operations Regulations 1992.

- A comprehensive plan to manage the risks (including manual handling and the risks to people using the service) should be drawn up, in consultation with the person, their relatives or representatives; this should be included in the individual care plan and placed on the personal file. This risk management plan should be implemented and reviewed annually or more frequently if necessary.
- New risks which arise (including defective appliances, equipment, fixtures or security of the premises) should be reported by care workers to their line managers or supervisors or identified during regular reviews or the people who use care services' plan.
- Only staff who are both trained to undertake risk assessments and competent to provide the care should be assigned to emergency situations and where pressure of time does not allow a risk assessment to be undertaken prior to provision of the care or support.
- Two people fully trained in safe handling techniques and the equipment to be used should always be involved in the provision of care when the need is identified from the manual handling risk assessment.
- The name and contact number of the organisation responsible for providing and maintaining any equipment under the Manual Handling Operations Regulations 1992 and the Lifting Operations and Lifting Equipment Regulations 1998 should be recorded on the risk assessment.
- Any manual handling equipment provided should be maintained in a safe condition to use and be subject to regular inspections by the manufacturers, records of all such equipment and their maintenance schedules are kept in the central office.
- A responsible and competent person will be on call and contactable to deal with all risk issues when care and support staff are on duty.
- Staff should comply with the organisation's staff travelling policy.

See also Risk Assessment and Management for People Using a Care Service.

### **Care Provider's Responsibilities for Staff Health and Safety**

The care service recognises that risk assessments are a legal requirement under Regulation 3 of the Management of Health and Safety at Work Regulations 1999 (MHSWR). Risk assessments should identify hazards and resulting risks to employees and other persons who may be affected by work activities.

As an organisation, we understand a hazard to be the potential for harm, and risk is the likelihood of that harm occurring and the severity of the harm (eg slight injury, major injury, death). It will fully implement Regulation 3 of the MHSWR, which requires employers to:

- a. assess the risks to employees
- b. assess the risks to others who might be affected by work activities such as people who use care services, contractors, visitors and the public
- c. clearly identify the measures needed to protect the persons in points a and b above

Address: 86-90 Paul Street, London, England, EC2A 4NE

Telephone No: 02045068138. Email: [BD@srcareers.co.uk](mailto:BD@srcareers.co.uk). Website: [www.srcareers.co.uk](http://www.srcareers.co.uk)

- d. review the assessment and make necessary changes if:
  - i. there is any significant change which affects risk (eg a new employee, machine or person who uses the care service)
  - ii. there is reason to think it is no longer valid
- e. where there are five or more employees, keep records of:
  - i. the significant findings of the assessment
  - ii. any group of employees identified by it as being particularly vulnerable.

The organisation will include the following as areas of potential hazard or risk.

- Hazardous substances within the scope of the Control of Substances Hazardous to Health Regulations 2002 (COSHH) (eg chemical hazards, drugs, sharps, body fluids, hazardous waste) and others not currently covered by COSHH (eg lead, asbestos and substances that are hazardous for reasons other than their toxicity, ie those which are flammable, or which enhance combustion, react violently, etc).
- Manual handling and the moving of people who use care services.
- Use of display screen equipment (eg computers).
- Electrical hazards.
- Work equipment and machinery.
- Workplace hazards (eg space, clutter, lighting, heating, ventilation, tripping hazards, safe access, inadequate sanitary facilities, eg toilets, drinking water).
- Emergencies (eg fire, injuries requiring first aid, dangerous spillages, etc).
- Violence or threats and abuse.

### **Training**

All new staff receive training at induction onwards in all aspects of assessing and managing risks in line with the policies and procedures.

Further and specialised training is provided for staff with specific roles and responsibilities for implementing health and safety policies.

**Signed:** *Vaibhav Shah*

**Date:** *14/01/2026*

**Policy review date:** *14/01/2027*