

Snap Care Risk Assessment Policy

Purpose

Snap Care Limited is committed to promoting the safety, health, and wellbeing of service users, staff, and others who may be affected by its activities. Effective risk assessment is a fundamental part of delivering safe, person-centred domiciliary care. This policy outlines how risks are identified, assessed, managed, and reviewed to prevent harm and ensure compliance with relevant legislation.

This policy ensures:

- Risks to clients, staff, and others are identified and controlled.
- Legal obligations under the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999, and the Care Quality Commission (CQC) regulations are met.
- Individualised risk assessments are completed and kept up to date.
- A consistent approach to risk management across all care services.

This policy applies to all Snap Care Limited staff, service users, and others who may be affected by the delivery of care services in a client's home.

Policy Summary:

Snap Care Limited's Risk Assessment Policy sets out a structured approach to identifying, assessing, managing, and reviewing risks to ensure the safety and wellbeing of service users, staff, and others affected by its domiciliary care services. The policy applies to all staff and covers client-specific, environmental, task-based, and lone worker risks. Risk assessments are conducted during initial assessments, regular reviews, and following incidents, with findings clearly recorded and updated at least every six months or when circumstances change. Staff are trained to recognise and report risks and are supported by managers in implementing appropriate control measures. The policy promotes a balance between safety and client choice, allowing individuals to make informed decisions even where risks are involved, through the use of Risk Enablement Plans. Regular audits and incident reviews ensure continuous improvement and legal compliance with health and safety legislation and CQC standards.

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Policy

Definitions

- **Risk:** The likelihood that a hazard will cause harm.
- **Hazard:** Anything with the potential to cause harm (e.g., equipment, tasks, environment, behaviours).
- **Risk Assessment:** A systematic process of evaluating potential risks and implementing controls to reduce or eliminate them.

Responsibilities

Registered Manager:

- Ensure risk assessments are completed, reviewed, and monitored.
- Ensure staff are trained in risk awareness and risk management.
- Investigate incidents where risks were not effectively controlled.
- Support staff in completing and reviewing client-specific risk assessments.
- Identify changes in risk through supervision, feedback, or care reviews.

Care Staff:

- Follow risk assessments and report changes, incidents, or hazards promptly.
- Take reasonable care for their own and others' safety.
- Raise concerns immediately to supervisors or the manager.

Risk Assessment Process

a. Identify Hazards

- During initial assessments, visits, or reviews, staff will identify hazards in the home, related to mobility, health conditions, medication, manual handling, lone working, and more.

b. Assess Risks

- Consider the likelihood of harm occurring and the severity of potential harm.
- Involve the service user (and/or their family) in discussions to understand preferences and capabilities.

c. Implement Controls

- Introduce appropriate control measures (e.g., equipment, PPE, staff training, changes in routine).
- Balance risk reduction with client independence and dignity.

**If you have any questions about this policy, please contact us on
020 7729 2200 or email info@snapcare.co.uk**

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d. Record Findings

- Clearly document all risk assessments.
- File risk assessments in the client's care plan and share with all relevant staff.

e. Review and Update

- Risk assessments must be reviewed:
 - At least every 6 months.
 - After a significant incident or change in condition.
 - At the request of the service user or family.
- Any updates must be communicated to all involved staff.

Types of Risk Assessments

- **Individual Client Risk Assessments:** Cover personal risks such as mobility, falls, medication, nutrition, behaviours, and communication.
- **Home Environment Risk Assessments:** Identify hazards in the physical space (e.g., trip hazards, access issues, hygiene).
- **Task-Based Risk Assessments:** For activities such as moving and handling, personal care, or equipment use.
- **Lone Worker Risk Assessments:** Assess the safety of staff working alone in a client's home.

Balancing Risk and Choice

We recognise that service users have the right to make informed decisions, including choices that may involve risk. Where a client chooses to take a risk, a **Risk Enablement Plan** may be completed, ensuring the decision is:

- Informed and voluntary.
- Documented clearly.
- Balanced with suitable safeguards to minimise potential harm.

Training

All staff will receive training on:

- Risk awareness and health & safety principles.
- How to complete and follow risk assessments.
- Recognising and reporting new or changing risks.

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Monitoring and Review



The Registered Manager will:

- Regularly audit risk assessments for accuracy and completion.
- Analyse incident reports to identify patterns or missed risks.
- Review this policy annually or in response to regulatory or organisational changes.

This policy applies to the following people in our organisation	All employed staff members: <ul style="list-style-type: none">• Senior team• Care workers
Policy Date	28/03/2025
Due for Review	28/03/2025
Who has or can give authority to change policy	Registered Manager
Where is this policy kept	On the company's shared drive and the company's website

Date	Reviewer	Version	Date for Next Review

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