

Risk Assessment & Management Policy - Family Wraparound Service (Ashkirk)

Date Written: April 2012

Date Reviewed: April 2018 / March 2020

Purpose: To outline our approach when assessing and managing risk in respect of clients temporarily housed within the Family Wraparound Service (Ashkirk)

Scope: This policy will apply to all families residing in the Family Wraparound Service

Definitions: n/a

Associated Documents:

Health & Safety Policy
Referral, Initial Assessment and Allocation Policy (Ashkirk)
Risk Assessment and Risk Management Procedure (Ashkirk)
Needs Assessment and Support Planning Policy (Ashkirk)
Needs Assessment and Support Planning Procedure (Ashkirk)
Data Protection and Access to Information Policy
Confidentiality Policy
Risk Management Framework (Bernicia)
Safeguarding Adults Policy & Procedure
Safeguarding Children Policy & Procedure

Date For Review: April 2023

Responsibility: Assistant Director, Care and Support

Policy

1. Introduction

- 1.1 Bernicia acknowledges that every situation has a potential element of risk and that it is necessary, at all times, to have in place robust systems for risk assessment to, as far as possible, identify, minimise and mitigate potential risks for both users at the scheme and staff of Bernicia.
- 1.2 Bernicia has a duty of care to clients of the Family Wraparound Service (Ashkirk) and its work with vulnerable adults and children to live within a risk managed environment.

2. Policy statements

- 2.1 We will operate a Risk Assessment system which will take into consideration information which is held by other agencies and is available at the time so that risk assessments undertaken result in informed judgements based on sound information.
- 2.2 We will involve other agencies, where appropriate, in the management of risk.
- 2.3 We will seek families' agreement for the sharing of confidential information to support the risk assessment systems. The gathering and sharing of this information will be carried out within guidance contained within Confidentiality and Data Protection Policies.
- 2.4 We will continually manage and risk assess, situations as and when they arise.
- 2.5 We will train staff to assess and manage risk, this may involve a range of resources, information and support of other individuals and agencies as appropriate.
- 2.6 We will ensure staff are trained in the use of risk assessment and risk management systems.

3. Responsibility for implementation

- 3.1 The Assistant Director, Care and Support has the overall responsibility for implementation of this policy. The Project Team at the Family Wraparound Service are responsible for undertaking assessment and management of risk in line with risk assessment systems in place.

4. Actioning the policy

- 4.1 This policy will be actioned every time there is a risk assessment or management of risk as a result of risk to either client or staff.

5. Monitoring the policy

- 5.1 It is vital that risk management, is not perceived as a one-off exercise, and nor should it be “done”, and “just” periodically reviewed. In order to be effective, Bernicia acknowledges that a regular and on-going review of risks and controls must be in place, at all levels. In order to ensure that this takes place, both staff and management regularly review risk management practices.
- 5.2 A review of the risk management register will be carried out in accordance with the guidelines of the Bernicia Risk Management Framework.

6. Resources

- 6.1 There are no resource implications of this policy as all actions can be delivered from existing resources.

7. Equality and Diversity

- 7.1 An equality and diversity impact assessment has been undertaken on this policy.
- 7.2 In carrying out its services, we are committed to:
- Treating all customers and employees positively regardless of any personal characteristics including gender, age, ethnicity, disability, sexuality, gender reassignment or religion.
 - Taking seriously all complaints and investigating and responding accordingly.
 - Using plain language and providing information in other languages, large print, audio and Braille on request.

Uncontrolled if printed – This may not be the latest version of the policy

All policies must be printed from Connect only – please make sure it is the latest version.

Policy Planning Document (PPD)

ALL sections must be completed with a review or any creation of a new, policy. For anything that doesn't apply, please state N/A. Anything left blank will be returned to you.

1. Policy Title*	Risk Assessment and Risk Management Policy – Family Wraparound Service (Ashkirk)
2. Staff/Departments that must be tested*	Operations Coordinator Project Workers
3. Staff/Departments for mandatory read*	Operations Coordinator Project Workers
4. Supporting documents, procedures & process maps*	Risk Assessment and Risk Management Procedure (Ashkirk)
5. Associated Policies*	Health & Safety Policy Ashkirk Referral, Initial Assessment and Allocation Policy Risk Assessment and Risk Management Procedure (Ashkirk) Needs Assessment and Support Planning Policy (Ashkirk) Needs Assessment and Support Planning Procedure (Ashkirk) Data Protection and Access to Information Policy Confidentiality Policy Risk Management Framework Safeguarding Adults Policy & Procedure Safeguarding Children Policy & Procedure
6. Completed E&D Submitted:*	Yes / No
7. Reason for review (scheduled/non-scheduled)*	Scheduled / Non-scheduled
8. Minor or Significant change?*	Minor / Significant
9. Details of Changes (if any)*	Changes to reflect policy review.
10. What good practice and ext. learning sources have been used?*	NA
11. Who has been consulted?*	NA
12. Does this Policy need to go to Board for approval?*	Yes / No
13. If any significant change, who has approved this?*	NA
14. Have all legal implications been considered in the policy?*	Yes / No
15. Does this policy meet regulatory requirements?*	Yes / No
16. How is the impact of this policy measured?*	Each time a risk assessment is carried out
17. How will training be offered to support these changes?*	In-house training to support staff at appropriate level

18. How will the distribution of knowledge be tested?*	Policy is tested each time a needs assessment and support plan is carried out.
19. Any other information	No
Please confirm details below	
Policy Holder	Assistant Director, Care and Support – Mel Baynes
Next Review Date	April 2023

Equality and Diversity Impact Assessment

Policy Name: Risk Assessment and Risk Management Policy – Family Wraparound Service (Ashkirk)

Date: April 2018 / March 2020

Names of those undertaking the assessment: Mel Baynes

Question 1 - Please delete as applicable

Are there concerns that this policy or practice could have a positive or negative impact on any of the following?

Race	Gender	Age	Sexual Orientation	Disability	Religion	Gender Reassignment	Other
Y/ N	Y/ N	Y/ N	Y/ N	Y/ <u>N</u>	Y/ N	Y/ N	Y/ N

Question 2 – Please complete all fields, detailing any supporting knowledge you have for your assertions. Please note, the term N/A should not be used, and all field should be completed.

Please describe the positive and negative impacts for each group as identified above, and what supporting knowledge you have for identifying these impacts:

Race	Impact
	There is a positive impact on people of all races as the policy acknowledges that potential situations of risk to staff, service users and the wider community can happen to anyone. Our risk assessment and management of identified risk provides solutions for all.

	Support knowledge	Staff, contractors and service users can be exposed to risk and can occur to anyone, regardless of race, gender, age, sexual orientation, gender reassignment, religion or disability.
Gender	Impact	There is a positive impact on people of any gender as the policy acknowledges that potential situations of risk to staff, service users and the wider community can happen to anyone. Our risk assessment and management of identified risk provides solutions for all.
	Support knowledge	Staff, contractors and service users can be exposed to risk and can occur to anyone, regardless of race, gender, age, sexual orientation, gender reassignment, religion or disability.
Age	Impact	There is a positive impact on people of all ages as the policy acknowledges that potential situations of risk to staff, service users and the wider community can happen to anyone. Our risk assessment and management of identified risk provides solutions for all.
	Support knowledge	Staff, contractors and service users can be exposed to risk and can occur to anyone, regardless of race, gender, age, sexual orientation, gender reassignment, religion or disability.
Sexual Orientation	Impact	There is a positive impact on people of any sexual orientation as the policy acknowledges that potential situations of risk to staff, service users and the wider community can happen to anyone. Our risk assessment and management of identified risk provides solutions for all.
	Support knowledge	Staff, contractors and service users can be exposed to risk and can occur to anyone, regardless of race, gender, age, sexual orientation, gender reassignment, religion or disability.
Disability	Impact	There is a positive impact on people of any disability as the policy acknowledges that potential situations of risk to staff, service users and the wider community can happen to anyone. Our risk

		assessment and management of identified risk provides solutions for all.
	Support knowledge	Staff, contractors and service users can be exposed to risk and can occur to anyone, regardless of race, gender, age, sexual orientation, gender reassignment, religion or disability.
Religion	Impact	There is a positive impact on people of all religions as the policy acknowledges that potential situations of risk to staff, service users and the wider community can happen to anyone. Our risk assessment and management of identified risk provides solutions for all.
	Support knowledge	Staff, contractors and service users can be exposed to risk and can occur to anyone, regardless of race, gender, age, sexual orientation, gender reassignment, religion or disability.
Gender Reassignment	Impact	There is a positive impact on people of any gender reassignment as the policy acknowledges that potential situations of risk to staff, service users and the wider community can happen to anyone. Our risk assessment and management of identified risk provides solutions for all.
	Support knowledge	Staff, contractors and service users can be exposed to risk and can occur to anyone, regardless of race, gender, age, sexual orientation, gender reassignment, religion or disability.
Other	Impact	There is a positive impact all people as the policy acknowledges that potential situations of risk to staff, service users and the wider community can happen to anyone. Our risk assessment and management of identified risk provides solutions for all.
	Support knowledge	Staff, contractors and service users can be exposed to risk and can occur to anyone, regardless of race, gender, age, sexual orientation, gender reassignment, religion or disability.

Question 3 – Please complete all fields.

Can any of the above impacts be justified? Please describe how and why.	
Race	The positive impacts can be justified because it is important to acknowledge that anyone can be at risk and it is appropriate to promote and assess and manage risk for all.
Gender	The positive impacts can be justified because it is important to acknowledge that anyone can be at risk and it is appropriate to promote and assess and manage risk for all.
Age	The positive impacts can be justified because it is important to acknowledge that anyone can be at risk and it is appropriate to promote and assess and manage risk for all.
Sexual Orientation	The positive impacts can be justified because it is important to acknowledge that anyone can be at risk and it is appropriate to promote and assess and manage risk for all.
Disability	The positive impacts can be justified because it is important to acknowledge that anyone can be at risk and it is appropriate to promote and assess and manage risk for all.
Religion	The positive impacts can be justified because it is important to acknowledge that anyone can be at risk and it is appropriate to promote and assess and manage risk for all.
Gender Reassignment	The positive impacts can be justified because it is important to acknowledge that anyone can be at risk and it is appropriate to promote and assess and manage risk for all.
Other	The positive impacts can be justified because it is important to acknowledge that anyone can be at risk and it is appropriate to promote and assess and manage risk for all.

How do you feel that you can minimise any of the negative impacts identified? Please describe what actions you will take to do so, and undertake or escalate these as appropriate.

n/a

Does this policy require a fuller impact assessment?

Please delete as appropriate

<input type="checkbox"/>	<input type="checkbox" value="No"/>
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