



Policy No: SJD/YP/22	Authorised by: Davina Powell	Review Date: 20th October 2023
Policy Date: 12th April 2021		Date of Next Review: 19th October 2024
RISK ASSESSMENT		

Introduction

This policy was compiled by the Management Team. Its purpose is to create a clear statement to advise staff at the SJD Homes on how risk assessments should be carried out.

Risk Assessment is about identifying significant risks in the workplace and then taking steps to prevent accidents and ensure good health. Staff at the SJD Homes are continually carrying out risk assessments when making decisions about how to manage different situations or maintain a safe environment for young adults and staff.

Aims (including the intended impact on the young adults)

The aim of this policy is to identify how risk assessment is carried out by SJD Homes, when these assessments should be written down and how this should be done.

Levels of risk at SJD Homes

Some of the young people placed at the SJD Homes have a long history of severe social, emotional and behaviour difficulties. Our aim is to ensure that, after a placement of two years, each young person should be able to cope with living in their local community. The staff at SJD Homes endeavor to create and maintain a positive ethos and atmosphere in all aspects of our work with the aim of preparing each young person to live independently. A central part of this task is to provide experiences and an environment that build a young persons' self-esteem and sense of self-worth and enable them to learn to trust other people and feel trusted themselves. To achieve these goals, it is important that SJD Homes provides a carefully planned environment:

- Which help the young adult feel 'normal' by having normal characteristics of a home where young adults can practice living and learning together in real ways
- With expectations that genuinely promote growth and development
- Where values such as trust and personal responsibility can be developed

It is important that the young people have the opportunity to learn to manage situations within this environment so that they can make safe choices when faced with potential risk. It is the responsibility of class, house and local community teams to provide such opportunities while ensuring a high level of overall supervision that will result in a well-managed home.

In terms of adult: youth ratios and training and experience, the levels of staffing within SJD Homes at any given time are carefully arranged to take into account the potential risk of working alongside the young adults on a day-to-day basis. It is the responsibility of managers to monitor the level of risk within their area of responsibility. When risks become significant staff should report these to line managers.

Procedure

Particular attention should be given to the following areas:

Bullying and discrimination

Particular care should be given to assessing the risk of times, places, and circumstances in which the risk of bullying, discrimination and abuse by other young adults is greatest (see *Anti-Bullying Policy* for more information).

The use of tools and equipment

Particular care should be given to the supervision and management of young adults around tools and equipment that could prove a significant risk to the young adults or adults. Dangerous tools and equipment must be locked away and only used within carefully planned situations.

Trips out of the home

By visiting certain places regularly like a local swimming pool, park or shopping venue staff can become aware of the potential risks that these trips may present. Trips to unfamiliar venues will require particularly detailed planning.

Individual young person behaviour

Central to the safe running of the home is the knowledge that staff teams acquire about each young adult's patterns of behaviour, and the skilful management of that behaviour. This reduces the risk for all members of the SJD Homes community.

Environmental risks

The home manager is responsible for ensuring that all aspects of the physical environment are maintained in good order to minimise risk. All members of staff are responsible for reporting any risks to the manager.

Written Risk Assessments

An Individual Risk Assessment is completed for each young person as part of the referral to the home. This is the responsibility of the referrals manager. These are then checked and updated as part of the young person's Internal Case Conference. They should however be updated any time whenever circumstances change for that young person. In this way, all SJD Homes staff can be informed about risk management for any young person. If substantial changes are made, staff should be informed by email as soon as possible. The risk assessments are to be kept on the young person's file.

SJD Homes Risk Assessments are completed for all venues that are regularly used by the SJD Homes. Old risk assessments should be kept on file for reference and to aid in the writing of new ones. SJD Homes risk assessments should be held in a file in reception for easy reference.

Risk Assessments produced by the venue that is being visited should be used. A SJD Homes Risk Assessment should be completed in advance of any trip that involves high or unusual hazards.

Responsibilities of all members of staff

- Read the Risk Assessment Policy
- Read the SJD Homes Transport Policy before planning a trip using a SJD Homes vehicle
- Familiarise yourself with Individual Risk Assessments
- Use the information held within the SJD Homes Risk Assessment File before planning a trip. Be aware of the date of risk assessments, as they may not have been used for some time. Update any assessments that are out of date. Ask a senior member of staff for official approval before adding a new assessment to the file.
- Complete a SJD Homes Risk Assessment for a venue not included in the SJD Homes Risk Assessment File.
- Inform your line manager of any significant risk that you may encounter.