**Risk Assessment and Management**

**Aims**

This policy aims to ensure that Sutton Mencap:

* Has appropriate systems in place for identifying and managing risk across all aspects of the organisation’s work.
* Has suitable measures in place to protect those likely to be exposed to risk.
* Is compliant with relevant legislation.

**Introduction**

Sutton Mencap seeks to provide opportunities for its service users to experience a range of new and different activities and visit new places. We recognise therefore that risk assessment and management plays a vital role in enabling us to do this by minimising the potential harm to the organisation, its staff and volunteers, those who use its services and the wider community.

Risk assessment and management covers the following areas:

* Organisation: the management of risk which has the potential to damage Sutton Mencap as an organisation.
* Premises: risks associated with Sutton Mencap’s own premises and the use of external premises.
* Activities: risks associated with provided particular activities and services.
* Service users: risks associated with the specific individual needs of those who use our services.

In each case, the procedure for risk assessment and management covers the following:

* Identification of the risk.
* Identification of who or what is at risk: service users, staff, visitors, members of the public, the organisation, its assets, resources or reputation.
* Assessment of the level of risk in terms of the potential impact and the likelihood of occurrence.
* Identification of the control measures in place to eliminate or reduce risk.
* Assessment of the residual risk, taking into account the control measures.
* Ensuring that control measures are followed.
* Arrangements for monitoring and reviewing the risk assessment.

**Scope**

This policy applies to all aspects of Sutton Mencap’s work, including management of the organisation, service delivery, the needs of individual service users, use of premises and equipment. The policy applies to all trustees, staff and volunteers at Sutton Mencap.

**Organisational risk register**

Sutton Mencap undertakes an annual review of the overall risks faced by the organisation, covering areas such as governance, finance, staffing, legal compliance, premises, equipment and service delivery. Risk areas identified as medium or above after mitigation will be monitored by the Trustee Board on a bi-monthly basis.

**High level risk assessment**

Sutton Mencap carries out an annual risk assessment to cover the main service activities carried out by the organisation. This covers the main areas of service delivery where risks have been identified, such as: the use of the kitchen; activities and outings; hazardous substances and medication; use of electrical equipment, maintenance of premises (inside and outside), moving and handling, fire procedures, transport and the use of the minibus, physical injury (including by another person) and emergency procedures. The risk assessment is distributed to all Sutton Mencap staff.

**Specific risk assessments – activities and premises**

Service managers and/ or co-ordinators will carry out specific risk assessments in connection with services and activities, or in relation to the use of particular venues or premises, including our own. These assessments should be carried out as follows:

* A walk round the environment to identify any possible hazards or risks.
* An assessment of the level of risk, the likelihood of occurrence and who might be affected.
* An assessment of what can be done to minimise the potential risk, either by removing the risk altogether, or by controlling the risk so that harm is less likely. In the case of external premises, this should include reference to adherence to other organisations’ policies and procedures.
* An assessment of whether the activity or premises is considered suitable for Sutton Mencap use, and whether its use is appropriate to all service users.
* The completion of a risk assessment form to record of the risks and control measures identified. The risk assessment form must be used to ensure control measures are adhered to.
* A review of the venue or activity on an annual basis, or more regularly if a change takes place, or in response to a specific incident.

**Specific risk assessments – individuals**

Sutton Mencap recognises that the individual needs of service users will have an impact on the potential for harm and the control measures required to keep them safe. It may therefore be appropriate to carry out an individual risk assessment to identify the risk that the person may present and to assess whether risks can be confidently managed in the activity, with or without the added support of external agencies.

Levels of risk may fluctuate or change due various factors such as, change in medication or health and stress in personal life. Therefore those individuals risk assessment will be reviewed as and when needed and at least annually.

**Related documents**

* Risk register and risk assessments
* Health and safety
* Safeguarding
* Fire action plan
* Dealing with emergencies
* Epilepsy
* Food hygiene
* Hoisting and tracking
* Managing children with allergies or who are sick or infectious
* Sick child on service
* Medication
* Missing child
* Positive behaviour management

**Responsibilities**

Trustees

* To approve and review the policy on a regular basis
* To take reasonable steps to satisfy themselves that the policy is being implemented.

Senior staff

* To act in accordance with the policy.
* To communicate the policy to other staff and volunteers and to ensure it is being implemented correctly.
* To monitor performance of the policy and report to trustees

All Staff and volunteers

* To act in accordance with the policy

**Signed on behalf of the Trustee Board of Sutton Mencap**

**Chairman:  Date: December 2017**

**Mavis Peart**