

RISK ASSESSMENT
&
RISK MANAGEMENT FORMS

Data Protection Act

Wiltshire Council is subject to the Data Protection Act 1998 regarding information held about a service user, and as such adheres to the eight principles of data protection.

Health & Safety

The management of risk is critical to the success of young people reaching their potential. Informed risk-taking helps to improve performance through innovative approaches for managing the service delivery, whilst ensuring value for money. Wiltshire Council strives to create an environment of 'no surprises' and getting the right balance thereby avoiding shocks and crises.

RISK ASSESSMENT PROCEDURES

Please use these forms to identify **ALL** risk or areas of concern relating to the young person being risk assessed. This can be either risk/s to the young person or risk/s from the young person.

This Risk Assessment form enables information from the referring the young person being assessed, and others to be used to inform them. Please include information based on your own work as well as any known history, noting any previously identified risks and indicate whether or not a risk that has been identified in the past is still relevant and/or current.

On all identified risks, please give further details. These details should be put on the **Risk Assessment and Management** form (copy attached Appendix 1).

Please fully complete the risk assessment and risk management forms with the young person being risk assessed wherever possible and appropriate. If the young person does not agree with the assessment please ensure this is acknowledged on the form.

The risk assessment information provided will be used to assess the risk management issues when considering supporting and placing the young person in the context of the relevant project and local community. It will contribute to the assessment of the support needs and risks of and to the service user, staff, project building and local community. It will therefore be an important part of the assessment about whether or not the referral is an appropriate one.

In order to ensure a safe living and working environment for everyone, the Council rely on the thoroughness and accuracy of your information. Non-disclosure of risk can jeopardise safety, and may be regarded as a breach of the duty of care.

RISK ASSESSMENT MATRIX

SERIOUSNESS OF RISK	SCORE	LIKELIHOOD OF RISK	SCORE
Not serious	1	Unlikely to occur	1
Mildly serious	2	May possibly occur	2
Fairly serious	3	Likely to happen	3
Serious	4	Very likely to happen	4
Extremely serious	5	Very likely to happen soon	5

Procedure to use this Risk Assessment Matrix

In the table/s below enter the identified risks, where known of, the young person being assessed. Also detail any other serious risks that have been identified and those identified in the checklist. Next to each of these risks put in the score for the seriousness of the risk and also the likelihood of the risk occurring, then multiply these together to the total score.

For example

A fairly serious risk would score a 3 and, if it may possibly occur, it would score a 2. When these are multiplied together the total is 6 ($3 \times 2 = 6$)

OR

A mildly serious risk would score a 2 and if this is very likely to happen soon it would score a 5. When these are multiplied together the total is 10 ($2 \times 5 = 10$).

Total Scores of:

1 – 8 may indicate a **Low Risk**

9 – 15 may indicate a **Medium Risk**

16 – 25 may indicate a **High Risk**

Please tick the appropriate box indicating Low, Medium or High on the **Risk Assessment and Risk Management Form** Appendix 1.

RISK ASSESSMENT MANAGEMENT**Supportive, supported, host family scheme and temporary accommodation**

Name of Young Person:

Address:

Name of person completing this risk assessment:	Date:
--	--------------

Team: Designation: Telephone number: How long have you been working with this young person and in what capacity?

Area of Risk	Known History	Score 0 – 5 (0=no risk, 5 = high risk)		Total (multiply likelihood by seriousness)
		Likelihood	Seriousness	
Aggression (verbal or Physical)				
Harassment / Vulnerability to exploitation (either causing harassment or being a victim of harassment including sexual, racial, verbal, emotional or other forms)				

Domestic Abuse				
Mental or Physical Illness (or disability that presents a risk to self or others, including risk of self harm)				
Drug or Alcohol Misuse				
3rd Party Risk (friends, family, pets).				
Property Safety Access and exit from the property, fire safety etc				
Previous Convictions				
Total Risk Score (add together all total risk scores from the end columns)				

Further details regarding risks identified above (Please include whether this risk presents a danger to the Young Person or others)	Known triggers for this area of risk	Actions that can be taken to minimise risk

Please add columns as appropriate

Additional comments or background information:

Is there a specific reason why a male or female would be more appropriate to work with this Young Person?

Yes

No

If yes, please provide further details:

Is there any reason we may have difficulty in contacting the Young Person?

Yes

No

If yes, please provide further details:

--

Signed (Young Person):	Date:
Signed (Person Completing Assessment):	Date:

please circle total level of risk		
0 -10 Low Risk	11- 75 Medium Risk	76 – 175 High Risk
Signed		Date:
Review date:		