

<b>Document Reference Number</b>	<b>8.2 Risk Evaluation</b> (Governance, Management & Records)		
<b>Document developed by</b>	DCIL Support & Development Team	<b>Document approved by</b>	DCIL CEO & DCIL Board Members
<b>Approval date</b>	November 2020	<b>Revision date</b>	November 2023
<b>Responsibility for Implementation</b>	DCIL Staff	<b>Responsibility for review and audit</b>	DCIL Support & Development Team

**POLICY STATEMENT:**

**From September 2010 DCIL will Endeavour to carry out Risk Assessments on all Leaders involved with the service.**

**PURPOSE:**

To ensure the Health and Safety of DCIL Staff and Leaders in their workplace / home, etc.

**SCOPE:**

This policy refers to all DCIL Staff (Core Staff and Personal Assistants) employed working within the Donegal Centre for Independent Living, as well as leaders.

**PROCEDURE:**

- 8.2.1 DCIL will carry out an Initial Risk Evaluation with all Leaders upon their referral to DCIL (see Appendix 8.2.10)
- 8.2.2 If the Risk Evaluation highlights any potential issues or dangers, these will need to be recognised and addressed.
- 8.2.3 In the event that a Risk has been identified this information must be shared with the Occupational Therapist, HSE and/or referring organisation.
- 8.2.4 It is the responsibility of the Personal Assistants and Leader to ensure that the recommendations from a Risk Assessment are adhered to.
- 8.2.5 It is the P. A's responsibility to assess risk on an ongoing basis. At no time should a P.A. participate in a task or work in an environment which they feel poses a potential risk to themselves or their Leader.
- 8.2.6 In the event that PA's are concerned about risks to themselves or Leaders, either in the tasks they are carrying out or the environment they are working in, this must be reported to the Leader and DCIL and will result in a Risk Re-Evaluation by DCIL's Training Officer

- 8.2.7 It is the responsibility of each service leader and member of staff to report any potential transmittable viruses to the DCIL office.
- 8.2.8 In the event that a Leader is concerned about potential risks, either in the tasks they are being supported with or in the working environment, they should inform their P.A and DCIL and this will result in a Risk Re-Evaluation by DCIL's Training Officer.
- 8.2.9 DCIL will reevaluate the Risk Assessment on a regular basic or where a potential risk has been reported or upon request from a P.A. or Leader.
- 8.2.10 DCIL must ensure the Health, Safety and Welfare of Leaders and Staff, ensuring they are working in a safe environment.
- 8.2.11 All Health, Safety and Welfare matters within DCIL will be overseen by DCIL's Quality and Safety Committee.

**8.2.10 Risk Evaluation**

DCIL’s Risk Evaluation’s primary purpose is to identify and reduce any potential risks for DCIL Personal Assistants while providing assistance to their Leaders. This Risk Evaluation should be adhered to in conjunction with additional Risk Assessments from referring organisations (please attach if applicable).

DCIL Initial Risk Assessment:                      Date: \_\_\_\_\_

DCIL Scheduled Risk Review:                      Date: \_\_\_\_\_

Dcil Risk Re-evaluation:                      Date: \_\_\_\_\_

Reasons for DCIL Risk-evaluation

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Completed by :

## RISK EVALUATION

### Environmental:

	Risks	Strengths/Additional
Comment	Action	
Is there sufficient space in the handling areas to perform tasks and manoeuvre equipment around beds?		
Are there good lighting and clear visibility for tasks?		
Is there special lighting provisions for night staff?		
Are floor surfaces in handling area in good order?		
Do all wet areas have non-slip flooring?		

### Environmental:

	Risks	Strengths/Additional
Comment	Action	
Can equipment be easily moved over flooring?		

<b>Are work areas free of trip hazards? E.g. trailing cords, rugs</b>		
<b>Are noise levels controlled so clear communication isn't hindered?</b>		
<b>Are walkways clear and free of clutter?</b>		
<b>Are the facilities equipped to encourage Leader's independence?</b>		

**Environmental:**

	<b>Risks</b>	<b>Strengths/Additional</b>
<b>Is the furniture stable, suitable and adjustable to suit different leaders?</b>		
<b>Do furniture surfaces and coverings facilitate safe handling?</b>		
<b>Comment            Action</b>		
<b>If changes are needed, do you have a plan and timetable to make the changes?</b>		

<b>Are there any potential risks posed by personal care and dressing process?</b>		
<b>Are there any potential risks posed by family members living in the household, is there a lack of awareness or training?</b>		
<b>Are there any potential risks posed by a family pet?</b>		

**Pre-Disposed**

**Risks  
Comment**                      **Strengths/Additional  
Actions**

<b>Are there any additional risks posed by the leaders Impairment?</b>		
<b>Are there any potential risks posed by the leaders body type?</b>		
<b>Are there any potential risks posed by the leaders ability to communicate?</b>		
<b>Are there any potential risks regarding behavioural issues or cognitive impairment?</b>		

<b>Are you clear that the leader has a clear understanding of the concept of Independent living and what is required in maintaining a service?</b>		
--	--	--

**Leader Moving and Handling**

<b>Comment</b>	<b>Action</b>	<b>Risks</b>	<b>Strengths/Additional</b>
<b>Standing and sitting</b>			
<b>Walking</b>			
<b>Rolling in bed</b>			
<b>Sitting up in bed</b>			
<b>Moving in bed</b>			

**Leader Moving and Handling**

**Risks**

**Strengths/Additional**

<b>Sitting to edge of bed</b>			
<b>Sitting to sitting transfers</b>			
<b>Non-Weight bearing transfers</b>			

**Comment**

**Action**

P.A. Updated

1. \_\_\_\_\_ Date: \_\_\_\_\_

2. \_\_\_\_\_ Date: \_\_\_\_\_

3. \_\_\_\_\_ Date: \_\_\_\_\_

4. \_\_\_\_\_ Date: \_\_\_\_\_ Support Co-Ordinator

Signature: \_\_\_\_\_

Following your assessment, do you feel further input is required from the DCIL Training Officer or O.T Department?

YES  NO

If yes please explain:

---

---

---

---

---

---

---

Signed Service Co.Ordinaor : \_\_\_\_\_

Date: \_\_\_\_\_

Signed Service Manager : \_\_\_\_\_

Date: \_\_\_\_\_



**LEGISLATION/ REFERENCES/BIBLIOGRAPHY /OTHER RELATED POLICIES:**

Centre for Independent Living, Carmichael House, Dublin  
[www.hsa.ie](http://www.hsa.ie)

**ROLES AND RESPONSIBILITIES:**

It is the responsibility of DCIL staff to comply with the above policy.  
It is the responsibility of the DCIL Support & Development Team to ensure the compliance of the above policy.

**IMPLEMENTATION PLAN:**

It is the responsibility of the DCIL Support & Development Team to roll out and implement the above policy to all DCIL staff.

**REVISION AND AUDIT:**

This policy will be reviewed in November 2023 by the DCIL Support & Development Team and CEO of DCIL.