

LLR Adult Care General Risk Assessment Form

Reviews:

Next Review Required	Review Date	Any Changes Required	Signature

Information:

Service/Section	Adult Care
Establishment/Area/Patch	Residential Care Establishments
Completed by	
Date	
Description of Task/Activity/Location being assessed:	

Persons at risk:

Employees	Public	Visitors	Contractors	Others (Specify)

The table below should be used to record an initial risk rating and then a residual risk rating for after control measures are put in place:

Hazards observed	Possible outcomes	L	S	RR	Control measures to be put in place and by whom	L	S	RR	Further controls required

Ref no:.....

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Ref no:.....

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Signature of Assessor(s):

Name of Manager accepting responsibility for this risk assessment:

Signature of Manager:

Guidance on Completing the LLR, Adult Care, General Risk Assessment Form

1. Details on the establishment and/or work to which the assessment relates

- Complete the Service/Section for who the assessment is being carried out e.g. Home Care, HOP, Day Centre, etc.
- State the establishment/area/patch to which the assessment relates e.g. Briar Close; Patch 6F etc.
- Complete the name of the person completing the assessment
- Insert the date the assessment was carried out.
- Give a brief description of the work task/activity/location being assessed e.g. Dealing with the public or gritting the access/egress routes to/from the building.
- Indicate the person or persons who are at risk (tick box) or specify.

2. Completing the Assessment

Hazards Observed – Column 1

Write down **all** the hazards that are associated with the task/activity/location being assessed. Include those hazards which you may at first think are not significant.

It is better to observe the task/activity or the area rather than trying to risk assess from memory as you may miss something important. Also, you want to know what the current practice is, not what you **think** it is.

Possible Outcomes – Column 2

Enter what you think would be the outcome if the accident was to occur to any of the persons you have identified as at being at risk

Risk Rating – Column 3

At this point you must decide on the level of risk the hazard presents **without** any control measures in place.

To calculate the risk rating it is necessary to consider the following:-

- The likelihood of the accident occurring.
- The severity of injury if the accident does occur.

This is a judgement made by the assessor based on their knowledge and experience of the task/activity/location being risk assessed.

The purpose of this calculation is to enable the assessor to decide whether the risk is 'significant' and therefore a full assessment is required or whether it is low or 'insignificant' and so there is no need to continue with the assessment.

(Please refer to Risk Rating Guide)

Control measures to be put in place and by whom - Column 4

List any control measures that are already in place for each hazard identified in column 1.

Add any other controls that you consider will be required to reduce the risk to an acceptable level, with information regarding who will be responsible for implementing the new controls including the acquisition of equipment, materials etc.

Residual risk rating – Column 5

Recalculate the level of residual or remaining risk using the same formula has for column 3.

The risk rating should be significantly reduced when compared to column 3. The assessor must decide if this new risk rating is acceptable in the circumstances of their work. If it is decided that the risk rating is acceptable, no further action is required.

If however the assessor decides that the control measures set out in column 4 have not reduced the risk rating to an acceptable level further controls will be needed.

Further controls required - Column 6

List here the further controls required to reduce the risk to an acceptable level, with information regarding who will be responsible for implementing the new controls including the acquisition of equipment, materials etc.

The form must then be signed by the assessor(s) the name of the manager who will be responsible for implementing the risk assessment must be added, along with their signature.

Review Box

The review box is for information regarding reviews of the assessment which should be carried out annually, or more frequently if there is a significant change in the circumstances of the area or activity which has been assessed. In some circumstances where situations change frequently, it may be necessary to review more frequently than annually on a regular basis. The box is designed so that it is easy to see when the assessment is due for review and whether a review was carried out at the appropriate time.

Complete the box as follows:-

Next review required

Write when the next review is due.

Review date

Write when the review actually took place, not forgetting to put the date of the next review in column 1.

Any changes required

Indicate whether any changes to the assessment are required. This should trigger the production of a new risk assessment.

Signature

This for you to sign to say you have completed the review.

Ref No

assign a ref no if applicable

Risk Rating Guide:

A risk rating is obtained by measuring the likelihood of the risk occurring against the severity of the risk.

PROBABLE	High	High / Medium	Low / Medium
POSSIBLE	High / Medium	Medium	Low
UNLIKELY	Low	Low	Insignificant
	FATALITY	SERIOUS	MINOR