



Risk Assessment Policy

1. Statement

StepIn is committed to connecting Members to their communities and neighbourhoods.

Our approach is based on encouraging and supporting Members to become skilled and confident in managing the risks that all of us take in our everyday lives. StepIn acknowledges that life is fundamentally risky and supporting Members to move to new communities and live in their own apartment for the first time exposes individuals to all sorts of risks.

StepIn is committed to ensuring Members have real control over their lives. We reject any systems or measures which seek to control people. Instead, we want Members to have a pragmatic approach in which they are confident to use well-rehearsed and practised strategies to deal with risk (as described in Empowering and Protecting Members – Good Practice Guidelines).

StepIn views risk-taking as a positive experience. The approaches and interventions described in this policy demonstrate that we are serious about how risks are managed.

2. Definition of Positive Risk Taking:

‘Positive risk taking’ is defined as weighing up the potential benefits and harms of exercising one choice of action over another. Positive risk taking means identifying the potential risks involved and developing plans and actions that reflect the positive potentials and stated priorities of the member. It involves using available resources and support to achieve the desired

outcomes, and to minimise the potential harmful outcomes.

Positive Risk Taking is integral to the work of StepIn. It means:

- Developing honest, trusting, working relationships.
- Empowering Members to access opportunities and take worthwhile chances.
- Being person-centred and supporting Members to build on their strengths and supporting them to achieve their aspirations.
- Working collaboratively with Members to assess potential risks and to come up with risk management plans to minimise risk.
- Supporting Members to think about the consequence of their actions on themselves and other people.
- Working collaboratively with Members to revise risk assessments in the light of experience.
- Helping Members learn from their experience.
- Good communication about risk between the Member and StepIn and other interested parties.
- Helping Members understand the consequences of different actions.
- Helping Members make decisions based on all the choices available and accurate information.
- Being positive about potential risks.
- Helping Members work out what has not worked in the past and the reasons for this.
- Ensuring support and advocacy is available for Members particularly if things begin to go wrong.

3. The Framework for Positive Risk Taking

Members will be supported to undertake risk assessments by a worker. For any serious risks identified, a risk management plan will be completed.

All risk management plans will be reviewed at least every six months.

In the case of changing circumstances or at the request of the Member, risk management plans will be reviewed more frequently. Members will be fully

involved in the risk assessment and risk management process.

Completed StepIn risk assessments and risk management plans are to be kept in the Members' hard copy files and on the hosted server. They will be reviewed as the risk management plan dictates. Members will be requested to sign the completed StepIn risk assessment and risk management plans.

StepIn's general approach is to support Members to take control of their lives which includes risk. However, in some circumstances a worker or volunteer may intervene where they feel the individual is not managing the risk and putting themselves in immediate danger. In these situations the worker must inform their immediate line manager or supervisor. In line with good practice guidelines, the incident must be recorded.

4. Responsibilities

- The successful implementation of the positive risk taking policy will be monitored by the Supported Living Coordinator
- The Supported Living Coordinator will record any incidents and inform his/her supervisor and the Board Chairperson
- Records of incidents will be reviewed annually and a report presented to the Board

5. Training and Information

All staff and volunteers are issued with a copy of the Risk Taking Policy as part of their induction. Staff and volunteers are also inducted in the Empowering and Protecting Members Guidance. The guidance will be updated and employees and volunteers will undertake a refresher session on positive risk taking and related risk assessment procedures every two years. Workers and volunteers will undertake external local training to improve their knowledge and help them respond to particular issues in their networks.

6. Review

This policy and procedure will be reviewed every three years. A change in relevant legislation, practice, service requirements or a serious incident will prompt an earlier review.

Signed: _____

StepIn Chairperson

Date: _____