



Individual Risk Assessment [SAMPLE]

Centre name: Apple Lodge

Date: 07.05.2023

Service User's name: Joe Bloggs

D.O.B: 05.05.2006

Step 1: Name the Risks and Provide Detail:

What is the issue giving cause for concern? (needs to be clear and concise)

Visit to Mahon Falls Waterfall with Service User [JB] and staff WE and NL supporting.

Why is this issue giving cause for concern? (this may be based on past experience with s/u where the outcome was positive or negative.)

JB has not been here before and therefore is an unfamiliar place.

JB may become anxious in a new environment.

JB may become stressed due to warm weather (trigger).

JB may become annoyed with long car journey (1 hr).

JB may become anxious with lots of people around he has not seen before.

What are the risks? (identify the risks keeping in mind documents which may inform the risk assessment)

JB may become anxious due to an unfamiliar place.

JB could engage in challenging behaviours.

JB and staff WE and NL are 1 hour away from centre.

JB could hurt the staff or members of the community if escalated.



Is this a recurring risk?

Yes

No

Step 2: Assess the Risk:



HSE RISK ASSESSMENT TOOL

HSE Integrated Risk Management Policy, 2017

1. IMPACT TABLE	Negligible	Minor	Moderate	Major	Extreme
Harm to a Person	Adverse event leading to minor injury not requiring first aid. No Impaired Psychosocial functioning.	Minor injury or illness, first aid treatment required <3 days absence <3 days extended hospital stay Impaired psychosocial functioning greater than 3 days less than one month	Significant injury requiring medical treatment e.g. Fracture and/or counselling, Agency reportable, e.g. HSA, Garda (violent and aggressive acts). >3 Days absence 3-8 Days extended hospital stay Impaired psychosocial functioning greater than one month less than six months	Major injuries/long term incapacity or disability (loss of limb) requiring medical treatment and/or counselling Impaired psychosocial functioning greater than six months.	Incident leading to death or major permanent incapacity. Event which impacts on large number of service users or member of the public Permanent psychosocial functioning incapacity.
Service User Experience	Reduced quality of service user experience related to inadequate provision of information	Unsatisfactory service user experience related to less than optimal treatment and/or inadequate information, not being talked to & treated as an equal; or not being treated with honesty, dignity & respect - readily resolvable	Unsatisfactory service user experience related to less than optimal treatment resulting in short term effects (less than 1 week)	Unsatisfactory service user experience related to poor treatment resulting in long term effects	Totally unsatisfactory service user outcome resulting in long term effects, or extremely poor experience of care provision
Compliance (Statutory, Clinical, Professional & Management)	Minor non-compliance with internal PFPG's. Small number of minor issues requiring improvement	Single failure to meet internal PFPG's. Minor recommendations which can be easily addressed by local management	Repeated failure to meet internal PFPG's. Important recommendations that can be addressed with an appropriate management action plan.	Repeated failure to meet external standards. Failure to meet national norms and standards / Regulations (e.g. Mental Health, Child Care Act etc). Critical report or substantial number of significant findings and/or lack of adherence to regulations.	Gross failure to meet external standards. Repeated failure to meet national norms and standards / regulations. Severely critical report with possible major reputational or financial implications.
Objectives/Projects	Barely noticeable reduction in scope, quality or schedule.	Minor reduction in scope, quality or schedule.	Reduction in scope or quality of project; project objectives or schedule.	Significant project over – run.	Inability to meet project objectives. Reputation of the organisation seriously damaged.
Business Continuity	Interruption in a service which does not impact on the delivery of service user care or the ability to continue to provide service.	Short term disruption to service with minor impact on service user care.	Some disruption in service with unacceptable impact on service user care. Temporary loss of ability to provide service	Sustained loss of service which has serious impact on delivery of service user care or service resulting in major contingency plans being involved	Permanent loss of core service or facility. Disruption to facility leading to significant 'knock on' effect
Adverse Publicity/ Reputation	Rumours, no media coverage. No public concerns voiced. Little effect on staff morale. No review/investigation necessary.	Local media coverage – short term. Some public concern. Minor effect on staff morale / public attitudes. Internal review necessary.	Local media – adverse publicity. Significant effect on staff morale & public perception of the organisation. Public calls (at local level) for specific remedial actions. Comprehensive review/investigation necessary.	National media adverse publicity, less than 3 days. News stories & features in national papers. Local media – long term adverse publicity. Public confidence in the organisation undermined. HSE use of resources questioned. Minister may make comment. Possible questions in Dail. Public calls (at national level) for specific remedial actions to be taken possible HSE review/investigation	National/international media/ adverse publicity, > than 3 days. Editorial follows days of news stories & features in National papers. Public confidence in the organisation undermined. HSE use of resources questioned. CEO's performance questioned. Calls for individual HSE officials to be sanctioned. Taoiseach/Minister forced to comment or intervene. Questions in the Dail. Public calls (at national level) for specific remedial actions to be taken. Court action. Public (independent) inquiry.
Financial	0.33% of budget deficit	0.33 – 0.5% of budget deficit	0.5 – 1.0% budget deficit	1.0 – 2.0% of budget deficit	> 2.0% of budget deficit
Environment	Nuisance Release.	On site release contained by organisation.	On site release contained by organisation.	Release affecting minimal off-site area requiring external assistance (fire brigade, radiation, protection service etc.)	Toxic release affecting off-site with detrimental effect requiring outside assistance.

2. LIKELIHOOD SCORING

Rare/Remote (1)		Unlikely (2)		Possible (3)		Likely (4)		Almost Certain (5)	
Actual Frequency	Probability	Actual Frequency	Probability	Actual Frequency	Probability	Actual Frequency	Probability	Actual Frequency	Probability
Occurs every 5 years or more	1%	Occurs every 2-5 years	10%	Occurs every 1-2 years	50%	Bimonthly	75%	At least monthly	99%

3. RISK MATRIX

	Negligible (1)	Minor (2)	Moderate (3)	Major (4)	Extreme (5)
Almost Certain (5)	5	10	15	20	25
Likely (4)	4	8	12	16	20
Possible (3)	3	6	9	12	15
Unlikely (2)	2	4	6	8	10
Rare/Remote (1)	1	2	3	4	5





Persons and documents consulted in managing the risk – *please also note any professionals such as S.W. or G.P. who may have been consulted as well as staff members, decisions made at team meeting etc.)*

Impact - 3 Likelihood - 3 Risk – 9 Both staff WE and NL
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Step 3: Manage the Risk: (plan and record decisions & steps to be taken.)

<p>Are there actions which can be taken to manage the risk?</p> <p>Yes <input checked="" type="checkbox"/> X No <input type="checkbox"/></p> <p>If NO, please outline reasons why the risk cannot be managed:</p>



Risk Management Plan

Plan	Tick the Appropriate Rating: Low Risk <input type="checkbox"/> Medium Risk <input checked="" type="checkbox"/> High Risk <input type="checkbox"/>	Assigned to
1.	Staff can chat with JB the days prior to the event and show JB photos of the waterfall and surrounding areas to ensure JB would like this outing. Staff to inform JB of the length of the trip and if JB wants to travel this far.	Staff on the floor
2.	On the day of the outing, staff on the floor to assess JB behaviour before leaving Jayjon to ensure it is safe for JB to go on the outing.	Staff on the floor
3.	Staff to observe C. OF's behaviour on the outing and if needed go back to the car or a quiet area. JB can link staff to feel safe.	Staff on the floor
4.	Staff to ensure JB brings snacks and drinks for the car trip and also have access to a public toilet if required.	Staff on the floor
5.	Staff will support and reassure JB around insects/flies and heat (trigger).	Staff on the floor
6.	Staff to remind JB to bring headphones to support JB with the car trip as JB regulates with his music.	Staff on the floor
7.	Staff to utilise studio iii if required when on outing and follow de-escalation plan.	Staff on the floor
8.	Staff to have unit phone on them and be aware of who is on call if required in an emergency.	Staff on the floor

Service User's response to the decision made above (document the s/u's response i.e. were they in agreement with the decision reached.)



JB was really looking forward to the outing as he loves taking photographs of nature. JB voiced he had a great week in school and is really looking forward to spending his Saturday on this trip to the waterfall. JB said he has gone longer distances than 1 hour in the car and finds this journey enjoyable. JB is aware of potential triggers (insects and heat) and has advised he is happy to bring his water and snacks and wear sunglasses.

Step 4: Evaluate the Risk: (Review the outcome & adjust and improve risk management plan if necessary)

Evaluation of risk assessment

(To be completed within a 5-day period or sooner. Was the outcome positive or negative, how was it positive or negative, state if documents need to be updated based on the outcome. If this is a recurring risk, we need to review the risk assessment if so how often?)

This was a great example of positive risk taking, whereby staff WE and NL completed a thorough risk assessment on a trip to waterfall as this is something JB has shown great interest in recently (Taking photos of nature).

The outcome was a positive trip to the waterfall, with JB voicing it was ‘the best day ever’.

Signed (SCW/SW): _____



PIC comment:

Both staff on the floor ensured all of JB's needs were met before this trip to the Waterfall. It was a great example of positive risk taking and community inclusion for JB, whom interacted with other people visiting the waterfall also.

Signed PIC: _____ Date: _____