

NHS Training for  
AHP Support Workers

## Workbook 7: Risk Management



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## 7.1 Aim

The aim of this workbook is to introduce the Healthcare Support Worker (HCSW) to risk management and the knowledge of how to deal with risk in the workplace.

## 7.2 Learning Outcomes

By the end of this workbook you will be able to:

- Understand what is meant by risk and describe some different types.
- Understand how risk is assessed in the workplace and steps that can be taken to minimise it.
- Know the appropriate steps taken in the workplace to report a risk.

## 7.3 Risk Management

Assessing risk means carefully examining what in our work could cause harm to people.

## 7.4 The Risk Assessment Process

### Step 1 - *Identify Hazards*

Look for hazards that you could reasonably expected to result in significant harm under the conditions of your workplace.

For example:

- slipping / tripping hazards
- manual handling

### Step 2 - *Who might be harmed?*

Think of groups of people doing similar work or who might enter the work area.

For example:

- patients
- people who share your workplace
- cleaners
- members of the public

*Step 3 - Is the risk well enough controlled?*

Have precautions been taken against the risks or dangers that have been identified?

For example:

- information / training given
- systems in place

*Step 4 - What further action is needed, if necessary to control the risk?*

What more could be done for those risks that are not well controlled?

Consider the following:

- remove the risk completely
- tackle the risk source
- reduce exposure to the risk

*Step 5 – Review*

All staff have a responsibility to respond actively to any threat to staff, patient or visitor safety. Risks do not belong to individuals / departments, but to everyone. All managers have to take action to identify, assess and resolve any issues affecting their services, wards or departments.



Write down five examples of different types of risk.

Find out what risk assessments have been done in your workplace and list them below.

**When you move or handle patients there is often a risk of injury.**

Find out what form(s) are used in your workplace for manual handling risk assessment and describe its / their use.

## 7.5 Reducing Risk?

How can you reduce risk? You can do the following:

- Carry out your work safely.
- Only do the tasks for which you are trained and competent.
- Comply with the division / hospital policies.
- Know how to operate any equipment that you use.
- Keep full, legible and accurate records.
- Keep your work environment safe.
- Recognise hazards and do something about them.
- Know how to report faults and report them.
- Know how to report incidents and report them.

### Activity

If you witness or suffer an accident you must report it. Find out how you would do this in your workplace and what the form is called. Record this information below.



## 7.6 Risk Management Workbook Completion

Your mentor / supervisor will sign your portfolio to indicate that you have completed this workbook successfully.

Objective	Supervisors Signature	Date
Describe some different types of risk		
Discuss some of the risk assessments that exist in your workplace		
Describe some precautions that you can take to minimise risk		
Understand how to report an incident		

<b>Support worker</b> (name)	
Support workers signature	
<b>Supervisor</b> (name)	
Supervisors signature	
<b>Date</b>	



## 7.7 Risk Management Reflection

**Suggested KSF Dimensions:** C2, HWB2, HWB7

This form should be placed in the appropriate section of your portfolio.

**What did you learn from this module?**

**How has this influenced your work?**

**Date module completed**

