

Risk Assessments & Layout Features Levels 1 & 2

Care Practice Book

Name: _____

Date: _____

Rate how confident you feel about the skills tested in this workbook:

Skill	Not a clue!	I know a little	I feel okay with this	I feel quite confident	I feel very confident
Explain what a risk assessment is					
List some layout and organisational features					
Explain why layout and organisational features are used					

Introduction to risk assessments

In care, risk assessments are very important. You may need to carry out a risk assessment yourself or follow a risk assessment someone else has put in place. Risk assessments are there to keep you, your colleagues and your patients/clients safe. Risk assessment might be used by the Care Quality Commission (CQC), social services or senior staff to make decisions about patient care.

Introduction to layout and organisational features

Layout and organisational features are the things we see when we read a text. They are not to do with the words written but the 'look' of the text and how it is organised and laid out on the page. The list below shows some common features.

- Heading
- Subheadings
- **Bold** (say specifically what is bold)
- Bullet points
- Numbered list
- Tables
- [Hyperlinks](#)
- Text boxes
- Underlining
- ALL CAPITALS
- **Colour**
- *Italics*
- Images/photos
- **Different font sizes**
- Different font styles

These features can help the reader by highlighting important information, making it easier to find information on the page or making the page more visually appealing, which is more engaging for the reader.

L2 Only

You might also have features that help you find additional information on a page.

- **Glossary** (like a mini dictionary) to help you understand the meanings of words used in the text
- **Caption** (underneath a photo) to tell you what is in the photo
- **Footnote**¹ – to give extra detail such as a reference source
- **Menu** (usually found on a website) – to help you find information about other topics

¹ Explains something at the bottom of the page

In the box below, you will see some information on risk assessments. The information is not very clear as no layout or organisational features have been used.

Risk assessments in the care sector are very important as your clients are often vulnerable and more at risk than the average person. There are five key steps to carrying out a risk assessment. Identifying possible hazards (things that might harm people), working out who might be a risk and what harm might happen to them, evaluating the risks and implementing (putting in place) measures to keep people safe, completing a risk assessment document and reviewing the risks regularly to see if they have changed. To identify hazards, you should try to visit the location in person and walk around looking for hazards. Some examples of hazards might be a lack of handrails, steep stairs, a lack of fire escapes or fire equipment or no handwashing facilities. You should also talk to other staff and clients/patients to find out more about their needs. When you work out who might be at risk, you should consider staff members, patients/clients and visitors. Some patients/clients might be at more risk due to disabilities, medical conditions or mental health disorders. To evaluate risks, you should work out how likely it is that someone could be harmed and how easily you could reduce this risk. For example, you could put in place ramps if stairs could cause harm or use mechanical lifting aids (to assist with lifting people who cannot stand up themselves) to prevent staff injuries. It is a legal requirement to have a risk assessment in a business that employs five or more people, so make sure the risk assessment is written down. It should also be available to anyone who needs to know the contents. A risk assessment should be reviewed regularly. You should always review your assessment if there have been changes to either people or facilities.

Question 1

- a) Rewrite the text and try to make it much more user friendly. Use some of the layout and organisational features you read on the previous page. You could type or handwrite your work.
- b) What layout and organisational features have you used? List them in the box below.

We've rewritten the text as well. Don't worry if it is a bit different from your version. Look at the text and answer the questions on the next page.

Risk Assessments

Risk assessments in the care sector are very important as your clients are often vulnerable and more at risk than the average person.

There are five key steps to carrying out a risk assessment.

1. Identifying possible hazards
2. Working out who might be at risk and what harm might happen to them
3. Evaluating the risks and implementing measures to keep people safe
4. Completing a risk assessment document
5. Reviewing the risks regularly to see if they have changed

Identifying hazards

To identify hazards, you should try to visit the location in person and walk around looking for hazards. Some examples of hazards might be a lack of handrails, steep stairs, a lack of fire escapes or fire equipment or no handwashing facilities.

Who is at risk?

When you work out who might be at risk, you should consider staff members, patients/clients and visitors. Some patients/clients might be at more risk due to disabilities, medical conditions or mental health disorders. You should also talk to other staff and clients/patients to find out more about their needs.

Evaluating risks

To evaluate risks, you should work out how likely it is that someone could be harmed and how easily you could reduce this risk. For example, you could put in place ramps if stairs could cause harm or use mechanical lifting aids to prevent staff injuries.

Record keeping

It is a legal requirement to have a risk assessment in a business that employs five or more people, so make sure the risk assessment is written down. It should also be available to anyone who needs to know the contents.

Reviewing

A risk assessment should be reviewed regularly. You should always review your assessment if there have been changes to either people or facilities.

hazards - things that might harm people

implementing - putting in place

mechanical lifting aids - assist with lifting people who cannot stand up themselves

Question 2

- a) What feature has been used to show the five key steps?

- b) How does this help the reader?

Question 3

- a) What two features are **Identifying hazards** and **Record keeping** an example of?

- b) Why is each feature from (a) effective? How does it help the reader?

Question 4

Why should we put a heading at the top of the text? How does this help the reader?

Level Two

Question 5

What feature has been used to help explain the meaning of key words?

Here is an extract from a risk assessment for an operating theatre.

Scalpel injuries

Injuries from scalpels can occur in the operating theatre. Here are some of the risks:

- Cuts from passing the scalpel between team members from one hand to another
- Changing the blade on the scalpel
- Risk of cuts when using fingers to hold or spread tissue
- User cutting toward the surgeon or assistant
- Scalpel being placed in a sharps container that is too full or located in a dangerous place ²
- Leaving used scalpels unattended
- Placing scalpels on the edge of drapes where they could fall

Question 6

What feature has been used to identify all the risks?

Level Two

Question 7

What feature helps you find out more about sharps container risks?

² Further information found in Tietjen et al, 2003