

**ADULT SUPPORT AND PROTECTION
RISK REGISTER
August 2010**

Risk Name and Description	Likelihood	Impact	Risk Rating	Relates to Action	Mitigating Action	Comment on Current Status/Issues
A POLICIES AND PROCEDURES				1		
A1 Inter-Agency Procedures Staff fail to follow procedures and people are not protected appropriately from risk	tbc	tbc	tbc	1.1	Efforts being made to ensure that Procedures are widely distributed and staff are familiar with these and their own respective roles and responsibilities; Adult protection work is a focus of managers in supervision/appraisal; Scrutiny of CareFirst/case files	Development Officer overseeing cross-agency distribution of procedures; Recording/CareFirst issue being actively pursued (see 3)
A2 Young People in Transition Young people who are moving between children's and adult services are not properly protected	tbc	tbc	tbc		Robust referral processes and implementation for young people who are not already known Robust processes and implementation for transfer of information and responsibility between children's and adult services	Implementation of inter-agency procedures is being closely monitored

B TRAINING AND ENGAGEMENT				2		
B1 Staff are not appropriately trained Staff with responsibility for implementing Act do not receive appropriate training to competent, confident practice	tbc	tbc	tbc	2.1 2.2	There is clarity about staff who require to be trained at which level; Records are kept to confirm that key staff will be/are trained appropriately; Rolling programme of training is maintained.	482 people attended training held during first half of 2010; Safer Highland training and support arrangements yet to be confirmed; Future programme of Training to be confirmed
B2 Lack of engagement with key groups and individuals Key staff do not engage sufficiently with ASP agenda	tbc	tbc	tbc		Efforts are made to ensure that all key groups receive appropriate information and access to awareness-raising and training sessions	Initial evidence suggests that there are some groups who are harder to engage with; Specific action being taken to secure engagement with GPs
C INFORMATION				3		
C1 Robust recording Essential information not being recorded on CareFirst system	tbc	tbc	tbc	3.1 3.7 3.8	Urgent work being undertaken to ensure information routinely entered onto CareFirst system and reports readily obtained; Actions are being taken to minimise use of manual reporting systems.	No reliable baseline information prior to April; Close monitoring and remedial actions being taken; Additional guidance for practitioners to ensure correct use of CareFirst

D LEADERSHIP, MANAGEMENT AND DELIVERY				5		
D1 Recruitment to key posts Inability to recruit to key posts e.g. Resource Manager (ASP), MHOs, etc.	tbc	tbc	tbc	5.2	Robust recruitment of key vacant posts; Regular review of progress;	Resource Manager (ASP) being interviewed for on 25 August; Ongoing efforts to recruit to vacant MHO posts pending review of MHO service
E ADULTS AT RISK ARE EMPOWERED				7		
E1 Protecting oneself from harm Difficulty in engaging with service users re need to protect oneself and keep safe	tbc	tbc	tbc	7.1	Awareness raising is inclusive process involving service users, carers, practitioners, managers and wider public; Specific materials and activity aimed at those with special needs or who are hard to reach	Communications strategy in development which must take account of this; Easy read versions of document being considered
F FINANCE				ALL		
F1 Future funding Funding streams are reduced.	tbc	tbc	tbc	ALL	Robust financial planning and monitoring; Making best use of avail. funding; Ensure that existing funding requirements are met in terms of monitoring, reporting, etc.	Safer Highland approach seeks to make optimum use of resources across the various groups; Financial Report will go to Adult Support and Protection Committee on 19 November

Likelihood of occurrence	Score	Description
Almost certain	5	Will undoubtedly happen, possible frequently
Likely	4	Will probably happen, but not a persistent issue
Possible	3	May happen occasionally
Unlikely	2	Not expected to happen, but is possible
Remote	1	Very unlikely this will ever happen

Impact of occurrence	Score	Description				
		Impact on service delivery	Financial impact	Impact on people	Impact on time	Impact on reputation
Catastrophic	5	Unable to function, inability to fulfil legal duties	Severe loss	Death	Serious – more than 2 years to recover pre-event position	Highly damaging, severe loss of public confidence
Major	4	Significant impact on service provision	Major loss	Extensive injury, major or significant harm	Major – 1-2 years to recover pre-event position	Major adverse publicity major loss of confidence
Moderate	3	Service objectives partially achievable	Significant loss	Moderate harm	Considerable – 6-12 months to recover pre-event position	Some adverse publicity, legal implications
Minor	2	Minor impact on service objectives	Moderate loss	Non-permanent minor harm	Same – 2-6 months to recover	Some public embarrassment, no damage to reputation
None	1	Minimal impact, no service disruption	Minimal loss	No obvious harm / injury	Minimal – up to 2 months to recover	No interest to the press, internal only

	Impact				
Likelihood	None	Minor	Moderate	Major	Catastrophic
Almost certain	Low	Medium	High	High	High
Likely	Low	Medium	Medium	High	High
Possible	Low	Medium	Medium	Medium	High
Unlikely	Low	Low	Medium	Medium	Medium
Remote	Low	Low	Low	Low	Low