Falls Prevention and Risk Reduction Policy

PRN-175: Falls Prevention and Risk Reduction Policy

CAREHOPES™

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1. Policy Statement

CAREHOPES™ is committed to promoting the safety, dignity, independence, and wellbeing of all service users by reducing the risk of falls and fall-related injuries.

Falls are one of the most common causes of injury, hospital admission, reduced confidence, loss of independence, and deterioration in physical and mental wellbeing.

CAREHOPES™ recognises that effective fall prevention requires proactive risk awareness, early identification of hazards, safe working practices, and appropriate escalation of concerns.

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2. Purpose

The purpose of this policy is to:

- Reduce the risk of falls and fall-related injuries.
- Promote service user safety.
- Support independence and mobility.
- Identify environmental hazards.
- Improve awareness of fall risks.
- Promote early intervention.
- Support safeguarding responsibilities.
- Establish clear reporting and escalation procedures.

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3. Scope

This policy applies to:

- Employees
- Managers
- Supervisors
- Volunteers
- Contractors
- Agency workers
- Third-party providers

It applies in:

- Client homes
- Community settings
- Supported living environments
- Day services
- Travel companionship assignments
- Holiday companionship assignments
- Airport companionship services
- Public places

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4. Principles

CAREHOPES™ will:

- Promote independence and choice.
- Encourage safe mobility.
- Identify and reduce risks.
- Respect service user dignity.
- Promote person-centred approaches.
- Support positive risk-taking where appropriate.
- Avoid unnecessary restrictions.
- Escalate concerns promptly.

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5. Common Fall Risk Factors

Falls may be associated with:

- Increasing age
- Frailty
- Poor mobility
- Muscle weakness
- Poor balance
- Visual impairment
- Cognitive impairment
- Dementia
- Learning disabilities
- Neurological conditions
- Environmental hazards
- Medication side effects
- Fatigue
- Dehydration
- Poor nutrition
- Footwear issues
- Alcohol or substance misuse

Employees must remain vigilant to these risk factors.

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6. Employee Responsibilities

Employees must:

- Remain alert to fall hazards.
- Encourage safe movement.
- Report environmental concerns.
- Escalate changes in mobility.
- Promote hydration and nutrition.

- Document concerns accurately.
- Follow risk assessments.
- Support individuals in maintaining independence.

Employees must never:

- Move or lift a person following a fall **except your job role specifies that you will be trained to do so**.
- Undertake manual handling activities **except your job role specifies that you will be trained to do so**.
- Use specialist moving and handling equipment **except your job role specifies that you will be trained to do so**.
- Provide mobility assistance techniques beyond their competence **except your job role specifies that you will be trained to do so**.
- Ignore a reported or observed fall.

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7. Environmental Risk Factors

Employees should monitor for:

- Loose rugs
- Trailing cables
- Poor lighting
- Cluttered walkways
- Uneven flooring
- Slippery surfaces
- Unsafe stairs
- Inadequate handrails
- Unsafe footwear
- Obstructed exits

Concerns must be reported and documented appropriately.

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8. Falls Prevention Measures

Employees should encourage:

- Appropriate footwear
- Good hydration
- Appropriate nutrition
- Safe walking routes
- Regular movement where suitable
- Use of prescribed mobility aids
- Good lighting
- Removal of obvious hazards

Employees must not remove mobility aids, assistive devices, or adaptive equipment without authorisation.

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9. Responding to a Fall

If a service user falls:

Employees must:

- Remain calm.
- Ensure immediate safety.
- Offer reassurance.
- Assess for immediate distress.
- Seek emergency assistance where required.
- Notify appropriate contacts.
- Report the incident.
- Document the event accurately.

Employees must never:

- Lift a fallen individual **except your job role specifies that you will be trained to do so**.
- Use moving and handling techniques **except your job role specifies that you will be trained to do so**.
- Attempt recovery procedures beyond their training and competence.

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10. Falls During Travel and Community Activities

Employees supporting service users in the community must:

- Conduct dynamic risk assessments.
- Consider terrain and accessibility.
- Allow sufficient time.
- Monitor fatigue levels.
- Ensure rest breaks where appropriate.
- Consider weather conditions.
- Encourage safe movement practices.

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11. Safeguarding Considerations

Frequent falls may be associated with:

- Neglect
- Self-neglect
- Environmental abuse
- Deteriorating health
- Medication issues
- Cognitive decline
- Unsafe living conditions

Employees must escalate concerns in accordance with safeguarding procedures.

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12. Training Requirements

Employees may be required to complete:

- Falls Prevention Awareness
- Risk Assessment Training
- Safeguarding Training
- Health and Safety Training

- Wellbeing Monitoring Training
- Manual Handling Awareness Training

Additional training may be required depending on role responsibilities.

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13. Supervisor Responsibilities

Supervisors must:

- Monitor fall-related incidents.
- Review risk assessments.
- Support staff following incidents.
- Escalate serious concerns.
- Monitor training compliance.
- Promote preventative practices.
- Identify patterns and trends.

Supervisors must not instruct employees to undertake moving and handling activities unless the employee's role specifies that they have received the appropriate training and authorisation.

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14. Third-Party Provider Responsibilities

Third-party providers must:

- Follow safe fall prevention practices.
- Report incidents promptly.
- Work within their competence.
- Cooperate with investigations.
- Follow safeguarding procedures.

Third-party providers must never perform activities beyond their competence or authorisation.

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15. Recording and Reporting

All fall incidents must be:

- Reported promptly.
- Recorded accurately.
- Investigated where appropriate.
- Escalated according to severity.
- Reviewed for learning opportunities.

Records must include:

- Date and time
- Location
- Circumstances
- Observed injuries
- Actions taken
- Escalations made

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16. Monitoring and Compliance

CAREHOPES™ will monitor compliance through:

- Incident reviews
- Supervision
- Audits
- Risk assessment reviews
- Quality assurance activities
- Training records

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17. Breach of Policy

Failure to comply with this policy may result in:

- Additional training
- Corrective action plans
- Performance management
- Formal disciplinary action

- Suspension
- Termination of engagement

Serious breaches may result in referral to external authorities where necessary.

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18. Related Policies

- Duty of Care Policy
- Health and Safety Policy
- Risk Assessment Policy
- Safeguarding Adults Policy
- Safeguarding Children Policy
- Manual Handling Awareness Policy
- Wellbeing Monitoring Policy
- Incident Reporting Policy
- Environmental Safety Policy

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19. Policy Review

This policy will be reviewed:

- Annually
- Following significant incidents
- Following legislative changes
- Following audits
- Following safeguarding reviews