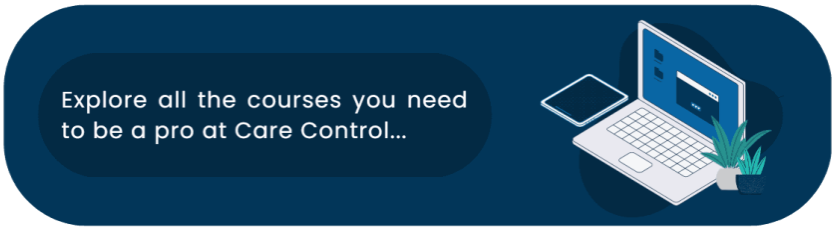
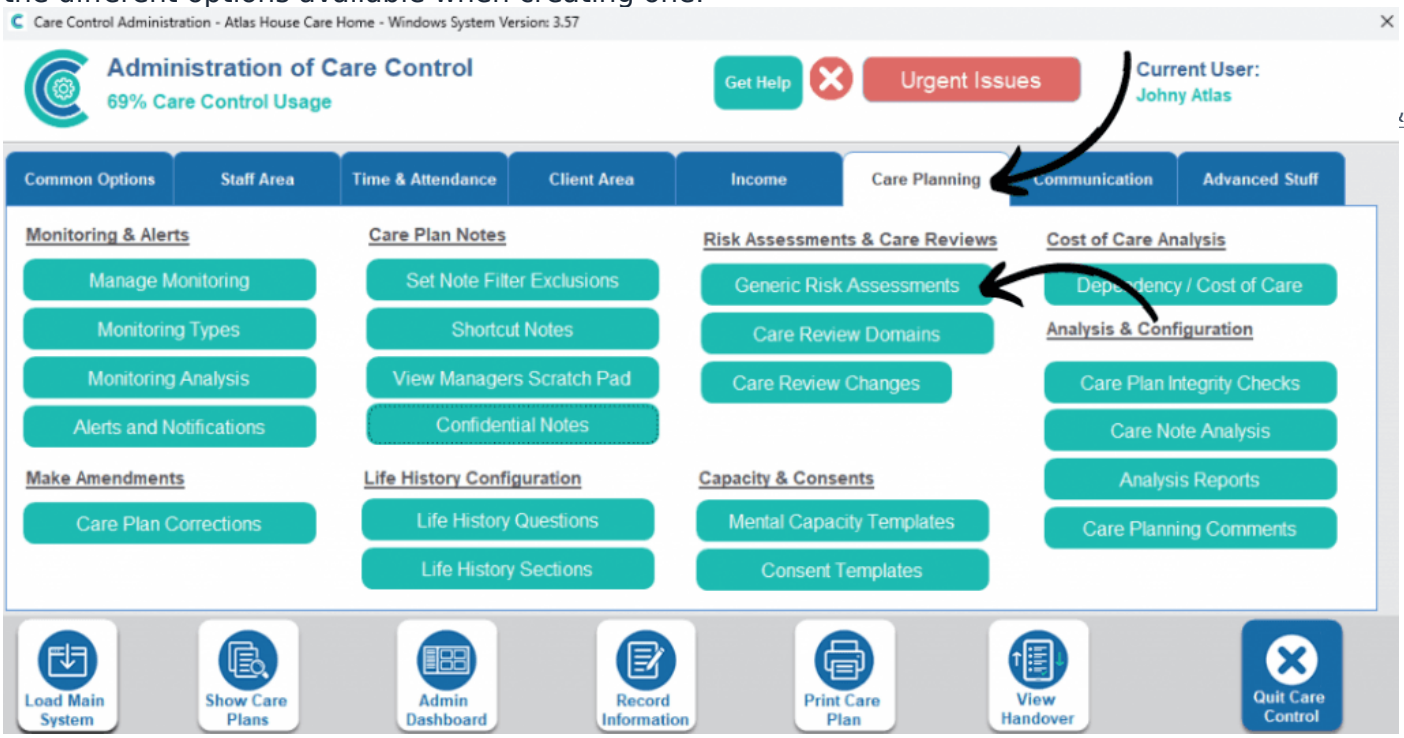
Creating a Generic Risk Assessment

Care Reviews Windows · https://cclearninghub.co.uk/docs/creating-a-generic-risk-assessment/



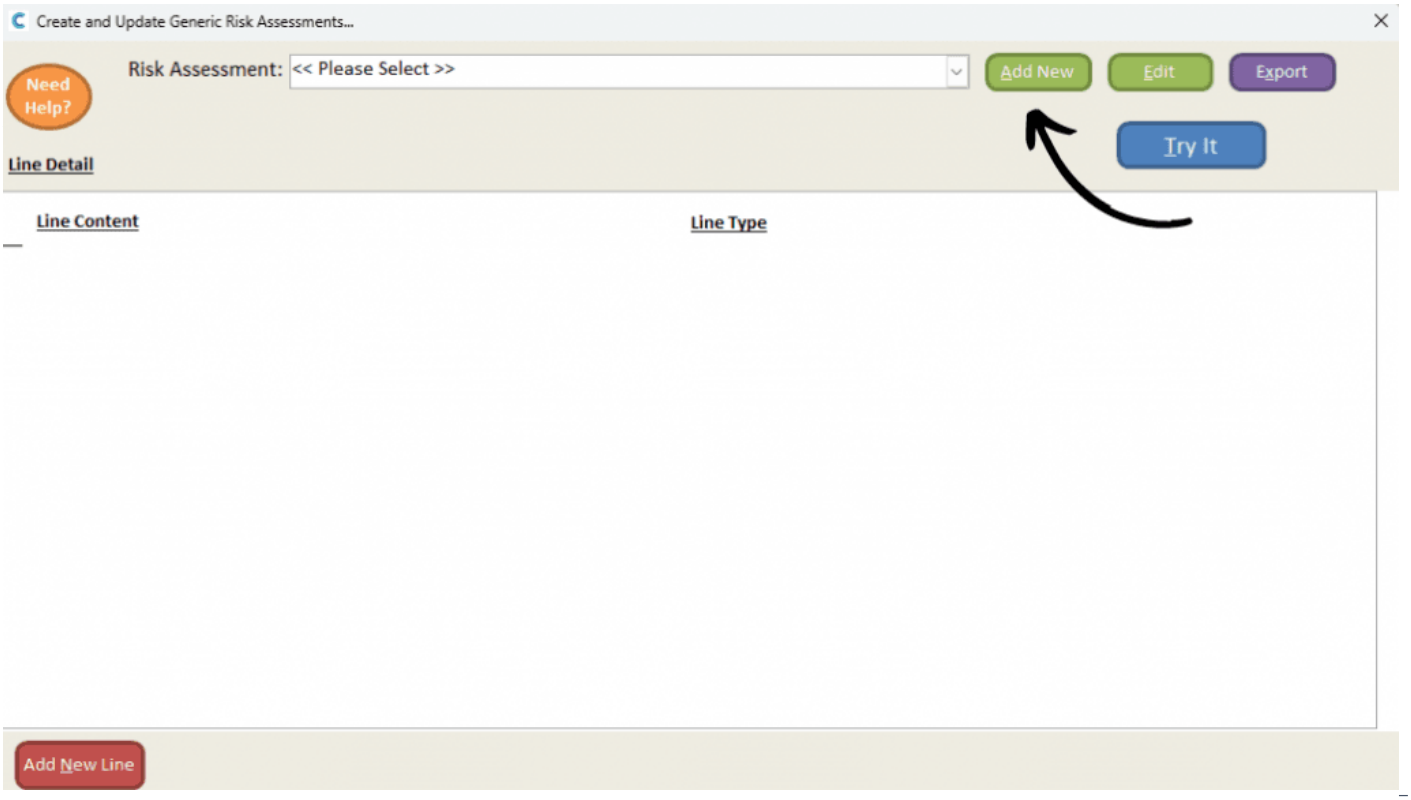
Creating a Generic Risk Assessment

This guide will cover how to create a risk assessment on Care Control Windows, as well as explain the different options available when creating one.



1

In the **Administration of Care Control Windows**, navigate to the **Generic Risk Assessment** tool, which can be found under the **Care Planning** tab.

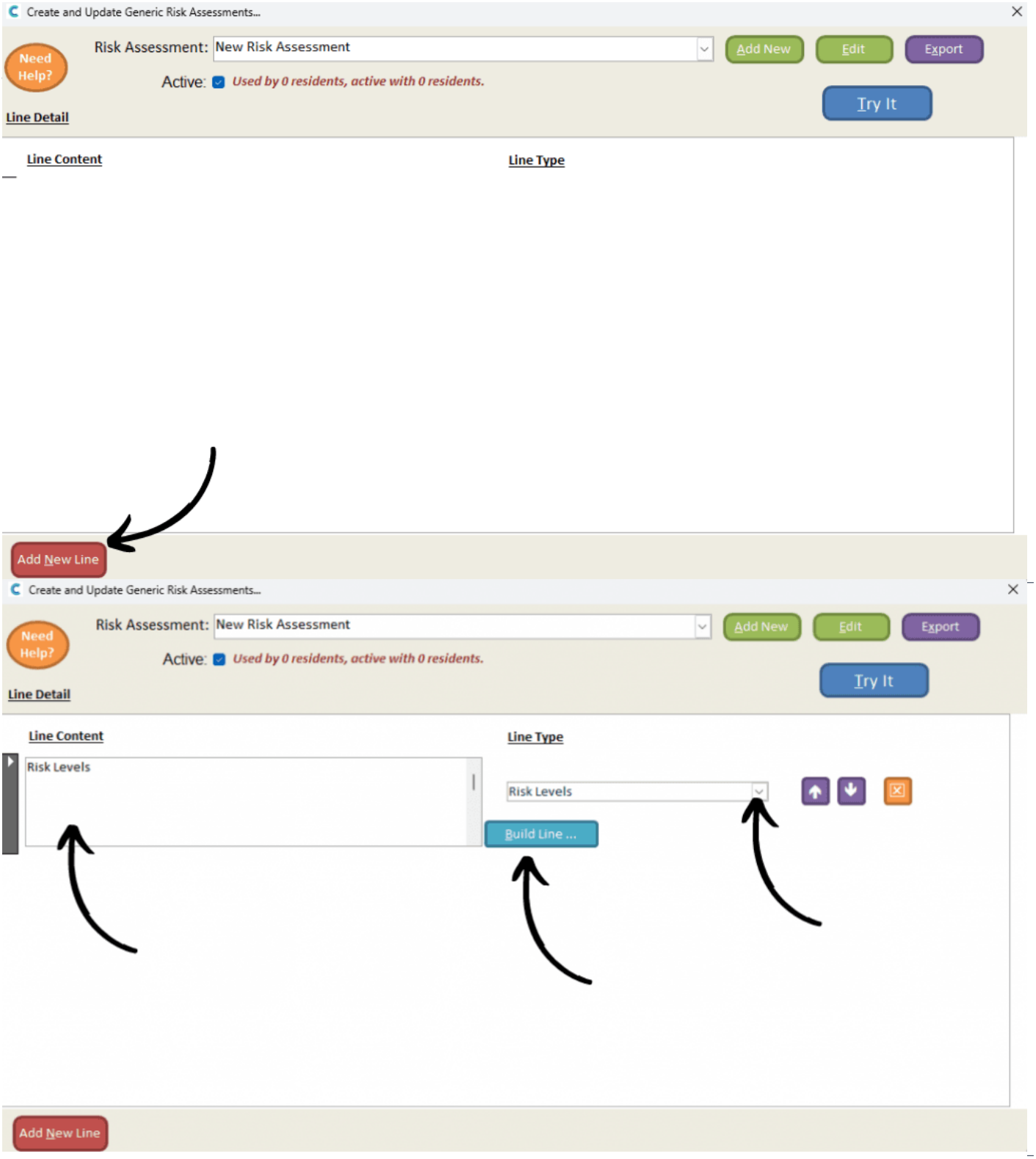




3

Here, enter the name for your new risk assessment. You can choose to base it off another, existing RA as well as upload a template file.

Press **Continue** to begin.



5

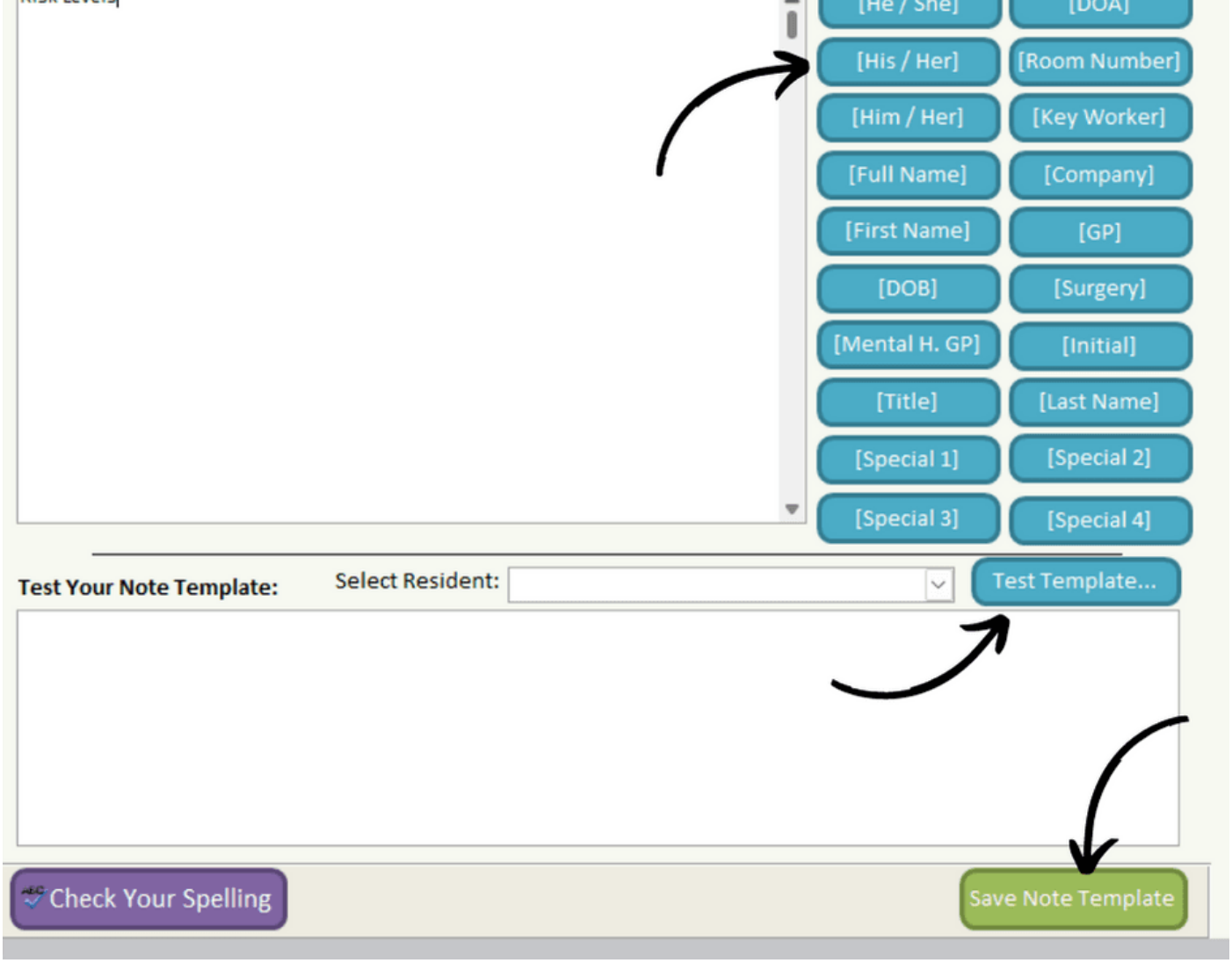
You can enter the text content of the line in the left hand box. Then, select the **Line Type** from the drop-down list:

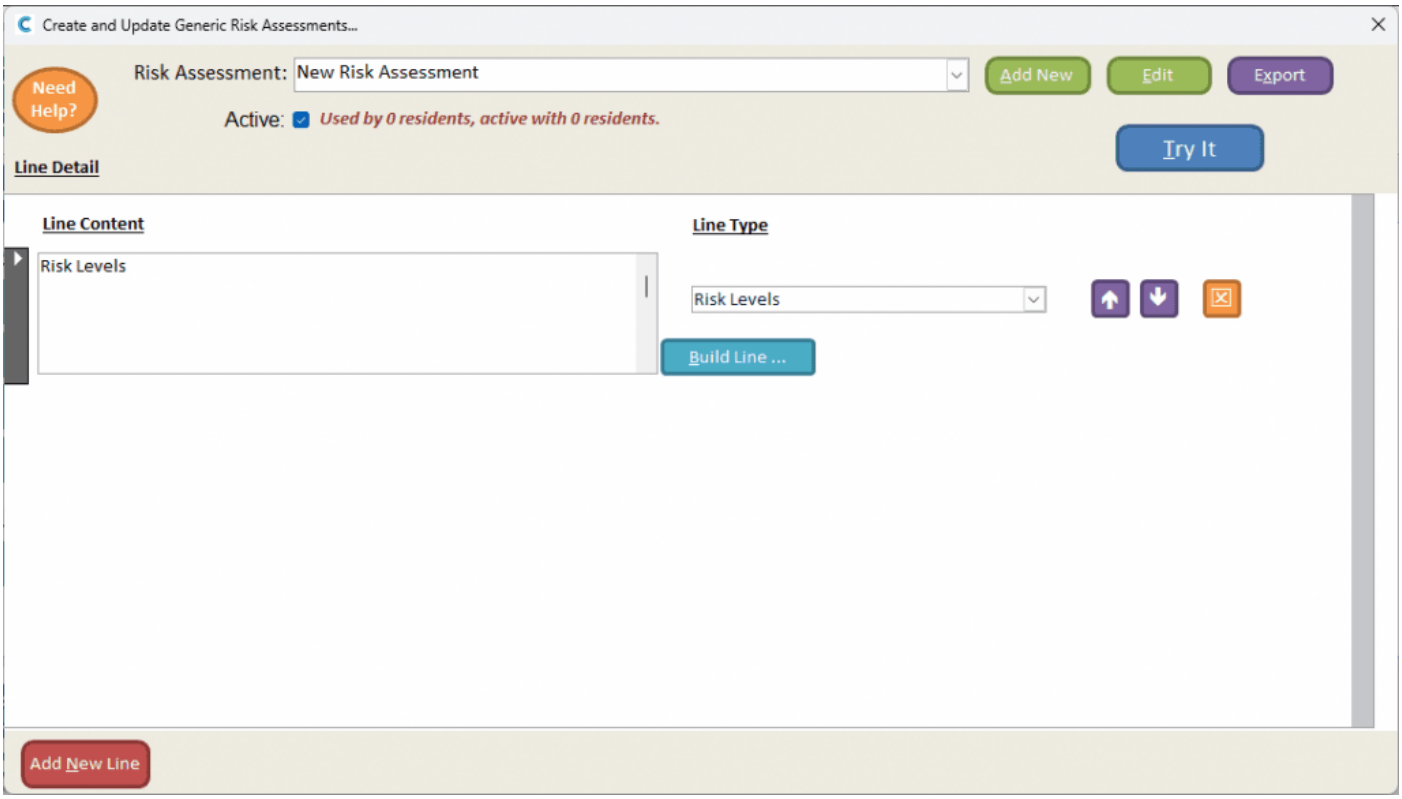
- **Risk Levels** – A description box, the Low-Very High-risk rank options and a mitigation text box.
- **Three Column Page Header** – three titled columns.
- **Yes / No, Yes / No / Not Applicable** – description box, Yes/No options and risk mitigation text box.
- **Two Field Entry** – two text entry boxes.
- **Two Column Page Header –** two titled columns.
- **Guidance** – a single text box to input information to assist those recording the risk assessment.
- **Single Field Entry** – a single text entry box.
- **One Column Page Header** – one titled column.

You can build the content of the line, with pre-set parameters for messages, by pressing **Build Line**.

6

The note template window will open. You can build it using the **blue buttons** on the right hand side, and test is using the **Test Template** button. Make sure to **Save Note Template** after making any changes.


[His / Her]
[Room Number]
[Him / Her]
[Key Worker]
[Full Name]
[Company]
[First Name]
[GP]
[DOB]
[Surgery]
[Mental H. GP]
[Initial]
[Title]
[Last Name]
[Special 1]
[Special 2]
[Special 3]
[Special 4]
Test Your Note Template:
Select Resident:
Test Template...
Check Your Spelling
Save Note Template



7

You can continue to build your risk assessment by adding new lines. After doing so, make sure to save it.

A risk assessment will remain editable until it is activated and assigned to service users. You can edit your RA by selecting it from the drop down list, and pressing **Edit**.