

## Care plan and risk assessment checklist

Compliance criteria	Y/N	Action required (by who, how and by date)	Action completed
Are care plans developed with the service users unless there is a valid documented reason not to do so?			
Are care plans signed by the service users unless there is a valid reason ?			
If care plans are not signed by the service user are they signed by someone with the lawful authority?			
Have care plans been reviewed in the last 3 months or when there has been a change in need?			
Are care plans written in the first person (I) unless the service users wishes them to be written in the third person (name)?			
Do care plans describe any health conditions?			
Do care plans set out how health conditions affect the service user?			
Do care plans define goals (outcomes)?			
Are these outcomes the outcomes that the service user wishes?			
Do care plans set out the actions required by care workers to meet the outcomes?			
Do care plans identify the risks associated with meeting the outcomes and needs?			
Are risk assessments in place for each of these risks?			
Are these risk assessments objective (scored)			
Are risk assessment control measures included in care plans			
Are care plans easy to read and accessible to service users?			
Are service users provided with a copy of their care plan and risk assessment?			
Are care plans available to staff who will provide the care?			
Are care plans signed by staff to show that they have read and understood them?			
Are care records made which relate to the care plans, risk assessments and outcomes?			
Are records used in care plan reviews?			
Does the service user take part in care plan reviews unless there is a valid reason?			
Are copies held on file of EPA/LPA/COP?			