

Risk & Needs Assessment Policy

Who does this policy apply to:	All Staff
Review Date (minimum every three years)	September 2028
Policy Author/Reviewer and Job Title	Sally Rowe - Head of Housing

POLICY

Purpose and Scope of the Policy:

The purpose of this policy is to inform staff of the procedures to take when assessing the tenants or applicants' risk, needs and independence, the process and the scope of the Operations team and how assessments are to be conducted.

Policy Details:

The Operations Team are the staff responsible for assessing applicants or tenants. The Operations Manager is responsible for checking all applications over all tenures and discussing any concerns for applicants that may be refused with the Head of Housing, ensuring they comply with guidelines in line with the policy objectives and scope.

Related Policies:

Safeguarding
Code of Conduct
Lone Working
Allocations and Lettings
Health and Wellbeing
Health and Safety Statement
Equality, Diversity and Inclusion
Data Protection

Document History:

Date of Last Review: May 2025

Date Approved by the Board: N/A

Equality Impact Statement:

WFHA must ensure all individuals are treated fairly and in line with legislation relating to the nine protected characteristics identified in the Equality Act 2010 and with the Association's Equality policies and procedures. You must comply with the law and Association policies and procedures governing equality and diversity. The

nine protected characteristics are age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation.