

HOWARD HOUSE

**HEALTH & SAFETY
RISK ASSESSMENTS**

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Area: Office Spaces	Completed By: Derek Weelands	Date: 01.09.23
People affected / at risk of being harmed: Employees, young people, visitors		PPE / RPE Required:

No	Hazards	Possible Affects / Harm	Pre Control Risk Rating (Likelihood x Consequence = Risk)			Required Controls	Post Control Risk Rating (Likelihood x Consequence = Risk)		
			L	C	R		L	C	R
1.1	General site hazards	Personal injury, fatality	4	2	8	<ul style="list-style-type: none"> School induction must be undertaken All site rules as highlighted must be adhered to Only designated work areas accessed Warning signage to be displayed during site work 	1	2	2
1.2	Slips, Trips and Falls	Personal injury, sprains, strains and broken limbs	4	2	8	<ul style="list-style-type: none"> Housekeeping standards to be maintained Ensure flooring condition is good Trailing cables to be appropriately managed and kept off walkways Staircases to be free from obstructions at all times Passageways and escape routes to be free from obstructions at all times Lighting to be sufficient in all areas, including in cases of evacuation Liquid spills to be cleaned up immediately 	1	2	2
1.3	Manual Handling (deliveries, moving of equipment/ machinery)	Personal injury, sprains and strains, crushed toes etc.	3	3	9	<ul style="list-style-type: none"> Ensure item is within easy reach Test weight of item prior to lifting All staff to receive basic manual handling training A mechanical lifting device to be used if necessary If lift is not straight forward, then a TILE based risk assessment will be required. A 2-man lift could be utilised for larger/heavy covers 	1	3	3
1.4	Electric Shock	Personal injury, possible fatality	5	5	25	<ul style="list-style-type: none"> Switch off equipment not in use Utilise good cable management Electrical equipment to be subject to PAT Fixed electrics to be subject to a 5-year inspection by a competent electrical engineer User checks of equipment and outlets to be carried out 	1	5	5
1.5	Workstations	Eyestrain, headaches or back and upper limb disorders	4	5	20	<ul style="list-style-type: none"> Staff are to notify management of pre-existing conditions which they suffer from Staff should complete a DSE regular user self-assessment in the 1st instance A more formal DSE Assessment should also be completed to ensure that the workstation is correctly set-up for the individual users ergonomics 	1	5	5
1.6	Injury from door, cupboard, draw	Personal injury	5	5	25	<ul style="list-style-type: none"> Close doors and draws when not in use Stand clear of door when opening Do not overstock cupboards/draws Use door and draw handles 	1	5	5
1.7	Fire (electrical)	Fatality, personal injury, ill health	5	3	15	<ul style="list-style-type: none"> Use appliances according to the manufacturer's instructions Carry out user checks prior to using the equipment 	1	3	3
1.8	Blinds	Fatality, personal injury	5	5	25	<ul style="list-style-type: none"> Blinds to be routinely inspected for damage Staff to monitor resident's moods Staff to provide appropriate supervision as necessary 	1	5	5

ALL RISK ASSESSMENTS ARE TO BE REVIEWED ON A REGULAR BASIS OR FOLLOWING SIGNIFICANT CHANGES TO PROCEDURES, WORKING PRACTICE OR FOLLOWING AN INCIDENT/ACCIDENT

Area: Bathrooms	Completed By: Derek Weelands	Date: 01.09.23
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People affected / at risk of being harmed: Employees, young people, visitors	PPE / RPE Required:
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No	Hazards	Possible Affects / Harm	Pre Control Risk Rating (Likelihood x Consequence = Risk)			Required Controls	Post Control Risk Rating (Likelihood x Consequence = Risk)		
			L	C	R		L	C	R
2.1	Slips, Trips and Falls	Personal injury, sprains, strains and broken limbs	4	2	8	<ul style="list-style-type: none"> Housekeeping standards to be maintained Ensure flooring condition is good Lighting to be sufficient in all areas, including in cases of evacuation Liquid spills to be cleaned up immediately Anti-slip mats are provided for the baths Tidy up towels and clothes are tidied up and not left on the floor 	1	2	2
2.2	Hot Water	Personal injury, burns, scalding	4	2	8	<ul style="list-style-type: none"> Staff and young people to be informed of the risk of hot water Thermostatic mixing valves fitted to control the temperatures Warning signs displayed where thermostatic mixing valves are not fitted 	1	2	2
2.3	Legionella	Fatality, ill health	3	3	9	<ul style="list-style-type: none"> Weekly legionella checks to be completed Legionella testing is to be carried out as per the HSE guidance L8 'The Control of Legionella Bacteria in Water Systems' 	1	3	3
2.4	Hygiene, communicable disease	Personal injury, possible fatality	5	5	25	<ul style="list-style-type: none"> Adequate storage of toiletries to be provided Bins must be routinely emptied and cleaned, ensuring that contaminants do not build up Toilets to be regularly cleaned 	1	5	5
2.5	Injury from door, cupboard, draw	Personal injury	5	5	25	<ul style="list-style-type: none"> Close doors and draws when not in use Stand clear of door when opening Do not overstock cupboards/draws Use door and draw handles 	1	5	5

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Area: Kitchen						Completed By: Derek Weelands		Date: 01.09.23	
People affected / at risk of being harmed: Employees, young people, visitors						PPE / RPE Required: gloves, apron			
No	Hazards	Possible Affects / Harm	Pre Control Risk Rating (Likelihood x Consequence = Risk)			Required Controls	Post Control Risk Rating (Likelihood x Consequence = Risk)		
			L	C	R		L	C	R
3.1	Slips, Trips and Falls	Personal injury, sprains, strains and broken limbs	4	2	8	<ul style="list-style-type: none"> Housekeeping standards to be maintained Ensure flooring condition is good Lighting to be sufficient in all areas, including in cases of evacuation Liquid spills to be cleaned up immediately Utilise good cable management (no trailing leads) Changes in level highlighted Report equipment faults to maintenance 	1	2	2
3.2	Knives	Personal injury, fatality	4	2	8	<ul style="list-style-type: none"> Staff trained to use knives Sharp knives are to be kept locked in a draw or cupboard Sharp knives to be cleaned and locked away straight after use Residents to be supervised whilst using knives unless assessed otherwise (individual risk assessment) Trained first aiders are to be available at all times 	1	2	2
3.3	Hot surfaces, steam, hot liquid and food	Personal injury, burns, scalding	3	3	9	<ul style="list-style-type: none"> Staff and young people to be informed of kitchen risks Trained first aiders are to be available at all times PPE to be provided and used as necessary Thermostatic mixing valves fitted to control the temperatures Residents are to be appropriately supervised whilst in the kitchen which meets their capabilities and understanding 	1	3	3
3.4	Expired food/food poisoning	Ill health, possible fatality	5	5	25	<ul style="list-style-type: none"> All food to be checked regularly (nightly) to ensure it is in date and is safe to eat Food must be stored correctly and clearly labelled (if required) Cold storage and food temperatures to be taken and recorded daily Food to be thoroughly cooked and temperatures recorded Cooking and cleaning should not be carried out at the same time Foodstuffs should be bought in reasonable quantities 	1	5	5
3.5	COSHH	Ill health, possible fatality	5	5	25	<ul style="list-style-type: none"> All chemicals are COSHH assessed, and the manufacturer's data sheets are kept on file COSHH assessments held in the main office COSHH items are stored in the COSHH lockable cupboard in the building cellar area COSHH items to be bought in reasonable quantities COSHH items are only accessible to staff Residents are allowed to use COSHH items if appropriate to their need and are supervised Once items have been used then they should be locked away at the earliest opportunity 	1	5	5
3.6	Fire	Fatality, personal injury, ill health	5	5	25	<ul style="list-style-type: none"> All appliances are to be turned off after use Electricity and water shut off points to be clearly identified Firefighting equipment to be inspected routinely Firefighting equipment to be subject to annual maintenance Fire risk assessment to be reviewed on an annual basis 	1	5	5

3.7	Electricity	Ill health, possible fatality, electric shock	5	5	25	<ul style="list-style-type: none"> • Switch off equipment not in use • Utilise good cable management • User checks of equipment and outlets to be carried out • Electrical equipment to be subject to PAT • Fixed electrics to be subject to a 5-year inspection by a competent electrical engineer • Young person to be supervised whilst using equipment 	1	5	5
3.8	Blinds	Fatality, personal injury	5	5	25	<ul style="list-style-type: none"> • Blinds to be routinely inspected for damage • Staff to monitor resident's moods • Staff to provide appropriate supervision as necessary 	1	5	5
3.9	Injury from door, cupboard, draw	Personal injury	5	5	25	<ul style="list-style-type: none"> • Close doors and draws when not in use • Stand clear of door when opening • Do not overstock cupboards/draws • Use door and draw handles 	1	5	5

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Area: Laundry/boiler room	Completed By: Derek Weelands	Date: 01.09.23
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People affected / at risk of being harmed: Employees, young people, visitors **PPE / RPE Required:** Apron, gloves

No	Hazards	Possible Affects / Harm	Pre Control Risk Rating (Likelihood x Consequence = Risk)			Required Controls	Post Control Risk Rating (Likelihood x Consequence = Risk)		
			L	C	R		L	C	R
4.1	Manual handling	Personal injury, sprains, strains	4	2	8	<ul style="list-style-type: none"> • Clothes/laundry to be moved in manageable amounts to ensure that the risk of injury is minimised 	1	2	2
4.2	Slips, Trips and Falls	Personal injury, sprains, strains and broken limbs	4	2	8	<ul style="list-style-type: none"> • Housekeeping standards to be maintained • Ensure flooring condition is good • Lighting to be sufficient in all areas, including in cases of evacuation • Liquid spills to be cleaned up immediately • Laundry to be carried in suitable containers • Room to be checked by a member of staff after being used by young people 	1	2	2
4.3	Contaminated laundry	Ill health	3	3	9	<ul style="list-style-type: none"> • Staff to wear PPE when handling soiled laundry • Young people to be encouraged to do their own laundry where possible 	1	3	3
4.4	Limited space	Personal injury, possible fatality	5	5	25	<ul style="list-style-type: none"> • Staff to ensure room is not overcrowded by people or objects 	1	5	5
4.5	Appliances	Personal injury	5	5	25	<ul style="list-style-type: none"> • Equipment to be used as per the manufacturer's instructions • Switch off equipment not in use • Utilise good cable management • User checks of equipment and outlets to be carried out • Electrical equipment to be subject to PAT • Young person to be supervised whilst using equipment 	1	5	5
4.6	Fire	Personal injury, possible fatality	5	5	25	<ul style="list-style-type: none"> • Appliances to be stored/maintained correctly (iron left to cool, lint removed from dryer etc) • All vents are to be kept clear • Boiler to be kept clear of dirt/dust • No items to be stored in the boiler room • Boiler to be subject to annual maintenance by competent engineer • Electrical outlets to be routinely inspected • Young person to be supervised whilst using appliances 	1	5	5
4.7	Injury from door, cupboard, draw	Personal injury	5	5	25	<ul style="list-style-type: none"> • Close doors and draws when not in use • Stand clear of door when opening • Do not overstock cupboards/draws • Use door and draw handles 	1	5	5

ALL RISK ASSESSMENTS ARE TO BE REVIEWED ON A REGULAR BASIS OR FOLLOWING SIGNIFICANT CHANGES TO PROCEDURES, WORKING PRACTICE OR FOLLOWING AN INCIDENT/ACCIDENT

Area: Bedrooms	Completed By: Derek Weelands	Date: 01.09.23
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People affected / at risk of being harmed: Employees, young people, visitors **PPE / RPE Required:**

No	Hazards	Possible Affects / Harm	Pre Control Risk Rating (Likelihood x Consequence = Risk)			Required Controls	Post Control Risk Rating (Likelihood x Consequence = Risk)		
			L	C	R		L	C	R
5.1	Window restrictor	Personal injury, possible fatality	4	2	8	<ul style="list-style-type: none"> Window restrictors to be checked as part of monthly safety audit 	1	2	2
5.2	Slips, Trips and Falls	Personal injury, sprains, strains and broken limbs	4	2	8	<ul style="list-style-type: none"> Housekeeping standards to be maintained Ensure flooring condition is good Lighting to be sufficient in all areas, including in cases of evacuation Liquid spills to be cleaned up immediately Laundry to be carried in suitable containers Room to be checked weekly by a member of staff 	1	2	2
5.3	Blinds	Fatality, personal injury	5	5	25	<ul style="list-style-type: none"> Blinds to be routinely inspected for damage Staff to monitor resident's moods Staff to provide appropriate supervision as necessary 	1	5	5
5.4	Injury from door, cupboard, draw	Personal injury	5	5	25	<ul style="list-style-type: none"> Close doors and draws when not in use Stand clear of door when opening Do not overstock cupboards/draws Use door and draw handles 	1	5	5
5.5	Appliances	Personal injury	5	5	25	<ul style="list-style-type: none"> Equipment to be used as per the manufacturer's instructions Switch off equipment not in use Utilise good cable management User checks of equipment and outlets to be carried out Electrical equipment to be subject to PAT Young person to be supervised whilst using equipment 	1	5	5
5.6	Fire	Personal injury, possible fatality	5	5	25	<ul style="list-style-type: none"> Staff to carry out bedroom checks for signs of arson, damage etc Plugs and appliances are to be used correctly Detectors and smoke seals to be checked for condition Fire drills to be carried out routinely 	1	5	5

ALL RISK ASSESSMENTS ARE TO BE REVIEWED ON A REGULAR BASIS OR FOLLOWING SIGNIFICANT CHANGES TO PROCEDURES, WORKING PRACTICE OR FOLLOWING AN INCIDENT/ACCIDENT

Area: Communal areas	Completed By: Derek Weelands	Date: 01.09.23
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People affected / at risk of being harmed: Employees, young people, visitors	PPE / RPE Required:
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No	Hazards	Possible Affects / Harm	Pre Control Risk Rating (Likelihood x Consequence = Risk)			Required Controls	Post Control Risk Rating (Likelihood x Consequence = Risk)		
			L	C	R		L	C	R
6.1	Combustible materials	Personal injury, possible fatality	4	2	8	<ul style="list-style-type: none"> All chemicals are COSHH assessed, and the manufacturer's data sheets are kept on file COSHH assessments held in the main office COSHH items are stored in the COSHH lockable cupboard in the building cellar area COSHH items to be bought in reasonable quantities COSHH items are only accessible to staff Bins are outside the property and are stored in a safe manner Build up of combustible materials will be disposed of to prevent arson risk 	1	2	2
6.2	Slips, Trips and Falls	Personal injury, sprains, strains and broken limbs	4	2	8	<ul style="list-style-type: none"> Housekeeping standards to be maintained Ensure flooring condition is good (monthly check) Lighting to be sufficient in all areas, including in cases of evacuation Liquid spills to be cleaned up immediately Residents encouraged to walk and not to run 	1	2	2
6.3	Injury from door, cupboard, draw	Personal injury	5	5	25	<ul style="list-style-type: none"> Close doors and draws when not in use Stand clear of door when opening Do not overstock cupboards/draws Use door and draw handles 	1	5	5
6.4	Electricity	Ill health, possible fatality, electric shock	5	5	25	<ul style="list-style-type: none"> Switch off equipment not in use Utilise good cable management User checks of equipment and outlets to be carried out Electrical equipment to be subject to PAT Fixed electrics to be subject to a 5-year inspection by a competent electrical engineer Young person to be supervised whilst using equipment 	1	5	5
6.5	Fire	Personal injury, possible fatality	5	5	25	<ul style="list-style-type: none"> Escape routes are to be kept clear Weekly checks of the fire systems are carried out Monthly fire drills to be carried out to ensure staff and residents are aware of what to do in the event of an incident Maintained firefighting equipment is available within the property 	1	5	5
6.6	Hygiene	Ill health	4	2	8	<ul style="list-style-type: none"> House is subject to a daily cleaning regime Residents to be encouraged to help cleaning and teach the appropriate use of cleaning 	1	2	2

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Area: Garden	Completed By: Derek Weelands	Date: 01.09.23
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People affected / at risk of being harmed: Employees, young people, visitors	PPE / RPE Required:
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No	Hazards	Possible Affects / Harm	Pre Control Risk Rating (Likelihood x Consequence = Risk)			Required Controls	Post Control Risk Rating (Likelihood x Consequence = Risk)		
			L	C	R		L	C	R
7.1	Weather	Personal injury, possible fatality	4	2	8	<ul style="list-style-type: none"> Extreme weather conditions will be individually assessed, and any measures will be put in place (gloves for snow, sun cream for hot weather) Grit and salt to be used in icy conditions 	1	2	2
7.2	Slips, Trips and Falls	Personal injury, sprains, strains and broken limbs	4	2	8	<ul style="list-style-type: none"> Housekeeping standards to be maintained Ensure ground condition is good (routine check) Lighting to be sufficient in all areas, including in cases of evacuation Steps to be highlighted Steps not to be used in wet or icy conditions 	1	2	2
7.3	Garden/ shed/ outbuildings	Personal injury	5	5	25	<ul style="list-style-type: none"> Close doors and lock with external padlock when not in use Residents to be supervised if in shed 	1	5	5
7.4	Vehicles and travelling in car	Personal injury, possible fatality	5	5	25	<ul style="list-style-type: none"> School speed limit to be observed All persons to be made aware of the risk of moving vehicles All staff who drive must provide a copy of their driving license and added to the driving list All company vehicles are to be subject to insurance, maintenance, and MOT at the required times If staff use their own vehicles for company use then insurance, maintenance and MOT must be available Anyone using vehicles in company time must be 'fit to drive' Vehicles to be parked in such a manner as to reduce the need for reversing 	1	5	5
7.5	Injury from door, cupboard, draw	Personal injury	5	5	25	<ul style="list-style-type: none"> Close doors and draws when not in use Stand clear of door when opening Do not overstock cupboards/draws Use door and draw handles 	1	5	5

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Area: Stress	Completed By: Derek Weelands	Date: 01.09.23
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People affected / at risk of being harmed: Employees	PPE / RPE Required:
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No	Hazards	Possible Affects / Harm	Pre Control Risk Rating (Likelihood x Consequence = Risk)			Required Controls	Post Control Risk Rating (Likelihood x Consequence = Risk)		
			L	C	R		L	C	R
8.1	Long working hours	Ill health	4	2	8	<ul style="list-style-type: none"> Rotas should be used to plan shifts Manager to ensure adequate staff levels and rest periods If staff swap or do extra shifts, then it is their responsibility to ensure that they have appropriate rest time 	1	2	2
8.2	Missing holidays	Ill health	4	2	8	<ul style="list-style-type: none"> Staff are not to work shifts when on annual leave (except at the managers discretion) 	1	2	2
8.3	Supervisions	Ill health	5	5	25	<ul style="list-style-type: none"> Staff and supervisors to attend full supervisions and investigate any concerns All staff must attend regular team meetings 	1	5	5
8.4	Challenging behaviour	Ill health	5	5	25	<ul style="list-style-type: none"> All staff to attend the managing behaviour training and take up any concerns with their managers Staff to be debriefed after incidents Staff to read individual care plans 	1	5	5
8.5	Major incident/disaster	Personal injury, Ill health	5	5	25	<ul style="list-style-type: none"> Staff to follow the BSP to reduce stress and ensure that all requirements are met 	1	5	5
8.6	Lone working/1 on 1	Personal injury, Ill health	5	5	25	<ul style="list-style-type: none"> The lone working policy should be followed to reduce stress and promote safety 	1	5	5
8.7	Activities	Personal injury, Ill health	5	3	15	<ul style="list-style-type: none"> All activities must be planned and have appropriate risk assessments in place that will identify potential stressors with control measures 	1	3	3
8.8	Bullying	Ill health	5	3	15	<ul style="list-style-type: none"> If there are any instances of bullying then this must be addressed and immediately recorded 	1	3	3

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Area: First aid/ control of infection	Completed By: Derek Weelands	Date: 01.09.23
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People affected / at risk of being harmed: Employees, young people, visitors **PPE / RPE Required:** Apron, gloves

No	Hazards	Possible Affects / Harm	Pre Control Risk Rating (Likelihood x Consequence = Risk)			Required Controls	Post Control Risk Rating (Likelihood x Consequence = Risk)		
			L	C	R		L	C	R
9.1	First aider not available	Ill health, injury, fatality	4	4	16	<ul style="list-style-type: none"> All staff are first aid trained and a training matrix is utilised to ensure staff training does not lapse New staff who do not have first aid training will be booked onto a course at the earliest available opportunity 	1	4	4
9.2	First aid kit	Ill health, injury, fatality	4	2	8	<ul style="list-style-type: none"> First aid kits are made available First aid kit checks are carried out to ensure stock levels are maintained No medication or ointments to be kept in first aid kits 	1	2	2
9.3	Home phone out of use	Ill health, injury, fatality	5	5	25	<ul style="list-style-type: none"> If the emergency services need to be called, then staff should use their mobile or neighbour's phone. 	1	5	5
9.4	Injuries that can't be treated by first aiders	Ill health, injury, fatality	5	5	25	<ul style="list-style-type: none"> First aiders are not to try and handle a situation that is beyond their capabilities Medical assistance is to be sought by dialling 111 or 999 depending on the severity 	1	5	5
9.5	Recurring injuries	Ill health, injury, fatality	5	5	25	<ul style="list-style-type: none"> All incidents to be recorded and investigated where required, to avoid the same happening again. Keep risk assessments and care plans up to date 	1	5	5
9.6	Calling emergency services	Ill health, injury, fatality	5	5	25	<ul style="list-style-type: none"> All staff to be made aware of the location of the home so that they are able to call the emergency services. 	1	5	5
9.7	Spread of viral infections and diseases due to bodily fluids/ air borne infections	Ill health, injury, fatality	5	3	15	<ul style="list-style-type: none"> Staff to wear PPE when cleaning bodily fluids All bodily waste to be disposed of appropriately Residents suffering from skin infections and diseases to use their own towel, flannel, bedding, cutlery and crockery which will require washing separately at high temperature Good personal hygiene to be observed including washing of hands 	1	3	3

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Area: Medication handling					Completed By: Derek Weelands		Date: 01.09.23		
People affected / at risk of being harmed: Employees, young people, visitors					PPE / RPE Required: Apron, gloves				
No	Hazards	Possible Affects / Harm	Pre Control Risk Rating (Likelihood x Consequence = Risk)			Required Controls	Post Control Risk Rating (Likelihood x Consequence = Risk)		
			L	C	R		L	C	R
10.1	Overdose/stock piling medicines	Ill health, injury, fatality	4	4	16	<ul style="list-style-type: none"> All staff to be trained in administration of medication Staff to ensure medication is swallowed Liquid versions to be requested if staff suspect a young person may attempt to conceal medication to take in large quantities Medication is stored in a locked cupboard and any controlled drugs are stored in a locked area in the locked cupboard Staff to check the label to ensure correct dose is given at the correct time, another member of staff to witness where possible Staff to call 111 or 999 depending on severity of suspected overdose 	1	4	4
10.2	Reaction to medicines	Ill health, injury, fatality, anaphylactic shock	4	4	16	<ul style="list-style-type: none"> Only medication prescribed/bought for the resident to be kept at the home Staff to be aware of any allergies the resident has before purchasing any medication Staff to seek medical advice immediately should they suspect a young person has suffered a reaction from medication given 	1	4	4
10.3	Theft of medication	Ill health, injury, fatality	5	5	25	<ul style="list-style-type: none"> All medication to be stored in a locked cabinet in a locked room with restricted access Staff member administering medication to record and sign medical log book, witness also to sign 	1	5	5
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Area: Manual handling					Completed By: Derek Weelands		Date: 01.09.23		
People affected / at risk of being harmed: Employees, young people, visitors					PPE / RPE Required: Gloves				
No	Hazards	Possible Affects / Harm	Pre Control Risk Rating (Likelihood x Consequence = Risk)			Required Controls	Post Control Risk Rating (Likelihood x Consequence = Risk)		
			L	C	R		L	C	R
11.1	Lifting and handling	Ill health, injury, musculoskeletal disorder	4	4	16	<ul style="list-style-type: none"> All staff to be trained in manual handling during their induction Staff to receive manual handling refresher routinely The load must be assessed prior to lifting:- Is it heavy, is it bulky, is it difficult to grasp, is it unstable or are the contents likely to shift, is it sharp, is it hot? Assess the environment:- Is there sufficient space, is there an uneven, slippery or unstable floor, are there variations in levels of floors or work surfaces Is the temperature too extreme, is the route poorly lit? Staff are to utilise manual handling techniques whilst lifting and carrying Manual handling aids should be used where required Does the lift require special information/training Does the lift create a hazard to pregnant people or persons with health problems Does the lift require unusual strength or height 	1	4	4
11.2	Simple, light weight objects	Injury	2	1	2	<ul style="list-style-type: none"> For manual handling of lightweight unwieldy items will require an informal mental assessment 	1	1	1
11.3	Heavy and/or unwieldy objects	Ill health, injury,	5	5	25	<ul style="list-style-type: none"> This type of lift should be properly planned All staff involved should be involved in the plan A formal risk assessment must be carried out based on the TILE risk assessment system. 	1	5	5
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Area: Fire doors & exits	Completed By: Derek Weelands	Date: 01.09.23
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People affected / at risk of being harmed: Employees, young people, visitors	PPE / RPE Required:
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No	Hazards	Possible Affects / Harm	Pre Control Risk Rating (Likelihood x Consequence = Risk)			Required Controls	Post Control Risk Rating (Likelihood x Consequence = Risk)		
			L	C	R		L	C	R
12.1	Young person's going missing from the home	Ill health, injury, fatality	4	5	20	<ul style="list-style-type: none"> Staff to investigate whether young person leaves their room on an evening other than to use the bathroom All external doors to be checked regularly through the night House is secured on a night-time and doors are alarmed for security Throughout day and night, the staff are aware of the resident's whereabouts 	1	5	5
12.2	Slip, trips and falls	Injury	5	5	25	<ul style="list-style-type: none"> Daily checks are carried out to ensure all fire exits and walkways are free from obstruction 	1	5	5
12.3	Fire doors not closing correctly	Ill health, injury	5	5	25	<ul style="list-style-type: none"> Fire doors are closed each evening and checked daily/weekly for damage Young person and staff instructed to use the exit closest should the alarm sound All final exit doors are released on fire alarm activation Doors can be opened with access fobs 	1	5	5

ALL RISK ASSESSMENTS ARE TO BE REVIEWED ON A REGULAR BASIS OR FOLLOWING SIGNIFICANT CHANGES TO PROCEDURES, WORKING PRACTICE OR FOLLOWING AN INCIDENT/ACCIDENT

Area: Emergency evacuation	Completed By: Derek Weelands	Date: 01.09.23
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People affected / at risk of being harmed: Employees, young people, visitors **PPE / RPE Required:**

No	Hazards	Possible Affects / Harm	Pre Control Risk Rating (Likelihood x Consequence = Risk)			Required Controls	Post Control Risk Rating (Likelihood x Consequence = Risk)		
			L	C	R		L	C	R
13.1	Fire/smoke	Ill health, injury, fatality	4	5	20	<ul style="list-style-type: none"> Staff to call 999 on discovery of a fire and sound the alarm Staff to position themselves low to the floor and advise young persons and visitors to do the same to avoid smoke inhalation Young persons and visitors to follow safety signs to leave via nearest exit and place of safety Staff to remain calm and ensure they assist anyone with walking difficulties. See PEEPS for individuals 	1	5	5
13.2	Becoming trapped	Ill health, injury, fatality	5	5	25	<ul style="list-style-type: none"> Any person trapped by fire is to close the door and position wet towels if possible, to the bottom of the doors to reduce smoke ingress Person should attempt to signal for help PEEPS should be utilised to ensure early evacuation is achieved 	1	5	5
13.3	Damage to logbooks, files, telephones	Ill health, injury, fatality	5	5	25	<ul style="list-style-type: none"> Allocated fire marshals will be responsible for the logbook, evacuation and telephone/fire panel Young person and staff to practice emergency evacuation regularly All occupants to meet at the assembly point at the sign opposite the main entrance Staff are not to put themselves at risk and no persons are to re-enter the building until it is safe to do so. All electronic paperwork is saved on a system which information can be retrieved 	1	5	5

ALL RISK ASSESSMENTS ARE TO BE REVIEWED ON A REGULAR BASIS OR FOLLOWING SIGNIFICANT CHANGES TO PROCEDURES, WORKING PRACTICE OR FOLLOWING AN INCIDENT/ACCIDENT

Area: Drive & moving vehicles	Completed By: Derek Weelands	Date: 01.09.23
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People affected / at risk of being harmed: Employees, young people, visitors	PPE / RPE Required:
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No	Hazards	Possible Affects / Harm	Pre Control Risk Rating (Likelihood x Consequence = Risk)			Required Controls	Post Control Risk Rating (Likelihood x Consequence = Risk)		
			L	C	R		L	C	R
14.1	Slips, trips and falls	Injury	4	5	20	<ul style="list-style-type: none"> Drive to be kept clear of obstacles Staff, visitors and young persons to be made aware of uneven ground and advise to take care Extra care to be taken in wet conditions Grit/salt to be spread on the drive during icy conditions 	1	5	5
14.2	Struck by moving vehicle	Injury, fatality	5	5	25	<ul style="list-style-type: none"> Young person to be supervised where possible whilst in car park Young persons, staff and visitors to be informed of the risk from moving vehicles Manoeuvring of vehicles should be carried out which reduces the need to reverse 	1	5	5
14.3	Vehicles entering the site at high speed	Injury, fatality	5	5	25	<ul style="list-style-type: none"> No ball games or activities to take place near the gates Staff and visitors advised to take care when reversing and manoeuvring vehicles and be aware of other moving vehicles and pedestrians 	1	5	5

ALL RISK ASSESSMENTS ARE TO BE REVIEWED ON A REGULAR BASIS OR FOLLOWING SIGNIFICANT CHANGES TO PROCEDURES, WORKING PRACTICE OR FOLLOWING AN INCIDENT/ACCIDENT

Area: Driving company vehicle	Completed By: Derek Weelands	Date: 01.09.23
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People affected / at risk of being harmed: Employees, young people, members of the public	PPE / RPE Required:
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No	Hazards	Possible Affects / Harm	Pre Control Risk Rating (Likelihood x Consequence = Risk)			Required Controls	Post Control Risk Rating (Likelihood x Consequence = Risk)		
			L	C	R		L	C	R
15.1	Road traffic accident	Injury, fatality	4	5	20	<ul style="list-style-type: none"> All drivers to have a valid license for the vehicle under operation Speed limits and road traffic laws must be adhered to Mobile phones must not be used whilst the vehicle is in use 	1	5	5
15.2	Maintenance	Injury, fatality	5	5	25	<ul style="list-style-type: none"> Weekly checks to be carried out on the vehicles Any faults to be reported and dealt with immediately Lights, oil, water and brake fluid levels together with tyre pressures to be checked prior to commencing long journeys 	1	5	5
15.3	Disruptive behaviour whilst travelling in a vehicle	Injury, fatality	5	5	25	<ul style="list-style-type: none"> Staff not to transport any young person showing challenging behaviour Staff to pull over at safest opportunity should challenging behaviour be shown Young person to have individual risk assessment for travelling If an escort is utilised; then that person should sit behind the driver during transit All company vehicles are issued a first aid kit 	1	5	5

ALL RISK ASSESSMENTS ARE TO BE REVIEWED ON A REGULAR BASIS OR FOLLOWING SIGNIFICANT CHANGES TO PROCEDURES, WORKING PRACTICE OR FOLLOWING AN INCIDENT/ACCIDENT

Area: External contractors	Completed By: Derek Weelands	Date: 01.09.23
People affected / at risk of being harmed: Employees, young people, contractors		PPE / RPE Required:

No	Hazards	Possible Affects / Harm	Pre Control Risk Rating (Likelihood x Consequence = Risk)			Required Controls	Post Control Risk Rating (Likelihood x Consequence = Risk)		
			L	C	R		L	C	R
16.1	Slips and trips	Injury	4	5	20	<ul style="list-style-type: none"> All work areas are to be kept clear of obstacles and tools Contractors to be made aware of emergency procedures Contractors permit to work to be completed where necessary 	1	5	5
16.2	Challenging behaviour directed at the contractor from a young person	Injury	5	5	25	<ul style="list-style-type: none"> Staff to direct any young persons showing challenging behaviour away from contractors Contractors to leave area until instructed to return Young person will be supervised at all times where possible 	1	5	5
16.3	Tools/building materials stolen or used as a weapon	Injury, fatality	5	5	25	<ul style="list-style-type: none"> All tools and equipment to be locked away in a suitable receptacle or in a suitable area as designated by the homes manager As a last resort the police should be contacted for assistance should the young person use or make threats to use the tools as a weapon Contractors to account for all tools before leaving the homes site Staff to commence room searches should they suspect tools to have been stolen 	1	5	5
16.4	Nuisance dust, fumes and gasses	Injury, fatality	4	5	20	<ul style="list-style-type: none"> Contractors to keep any substances that may be used for substance abuse to a minimum and ensure they are kept with them or locked away Contractors to provide RAMS and COSHH assessment as a minimum prior to works beginning Ensure all rooms are well ventilated whilst using any materials that may produce dust, fumes etc Staff to call 999 should anyone inhale fumes and then feel unwell, drowsy or incoherent 	1	5	5
16.5	Burns, skin rashes and reactions to building materials	Injury	4	5	20	<ul style="list-style-type: none"> Protective goggles clothing and gloves to be worn whilst using any materials which may be harmful to skin and eyes Contractors to provide RAMS and COSHH assessment as a minimum prior to works beginning 	1	5	5
16.6	Manual handling/falling from height, ladder etc	Injury, fatality	5	5	25	<ul style="list-style-type: none"> Contractors to be fully trained in their relative competencies Contractors to provide RAMS and COSHH assessment as a minimum prior to works beginning Contractors to provide proof of insurance prior to works beginning 	1	5	5

16.7	Allegations	N/A	2	2	4	<ul style="list-style-type: none"> Contractors to be supervised at all times to reduce the risk of allegation Any unusual behaviour to be reported to staff 	1	2	2
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ALL RISK ASSESSMENTS ARE TO BE REVIEWED ON A REGULAR BASIS OR FOLLOWING SIGNIFICANT CHANGES TO PROCEDURES, WORKING PRACTICE OR FOLLOWING AN INCIDENT/ACCIDENT

Area: COSHH	Completed By: Derek Weelands	Date: 01.09.23
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People affected / at risk of being harmed: Employees, young people, visitors **PPE / RPE Required:** As required by the COSHH Assessment/ Data Sheet

No	Hazards	Possible Affects / Harm	Pre Control Risk Rating (Likelihood x Consequence = Risk)			Required Controls	Post Control Risk Rating (Likelihood x Consequence = Risk)		
			L	C	R		L	C	R
17.1	Spillages	Injury, fatality	4	5	20	<ul style="list-style-type: none"> All spillages to be immediately cleaned up Follow the information detailed on the COSHH Assessment/ Manufacturer's Data Sheet 	1	5	5
17.2	Inhalation, injection, skin and eye contact	Injury, fatality	5	5	25	<ul style="list-style-type: none"> Follow the information detailed on the COSHH Assessment/ Manufacturer's Data Sheet Administer first aid if required as instructed on the COSHH Assessment/ Manufacturer's Data Sheet 	1	5	5

ALL RISK ASSESSMENTS ARE TO BE REVIEWED ON A REGULAR BASIS OR FOLLOWING SIGNIFICANT CHANGES TO PROCEDURES, WORKING PRACTICE OR FOLLOWING AN INCIDENT/ACCIDENT

Assessment completed by :- Derek Weelands

Signature :-

Date :- 01.09.23

Assessment approved by :-

Signature :-

Date :- 01.09.23

Review date :- 01.09.24

	5	10	15	20	25
Consequence	4	8	12	16	20
	3	6	9	12	15
	2	4	6	8	10
	1	2	3	4	5
	Likelihood				

Likelihood

- 1 – Very Unlikely
- 2 – Unlikely
- 3 – Fairly Likely
- 4 – Likely
- 5 – Very Likely

Consequence

- 1 – Insignificant (Minor 1st Aid)
- 2 – Minor (Up to 3-day Injury)
- 3 – Moderate (Over 3-day Injury)
- 4 – Major (Broken Limbs etc)
- 5 – Catastrophic (Death / Paralysis etc)

Risk Control Hierarchy

- E – Eliminate
- R – Reduce
- I – Isolate
- C – Control
- P - PPE
- D Discipline

1 - 4

Acceptable (No further action, but controls are maintained)

5 - 9

Adequate (Look to improve at next review)

10 - 16

Tolerable (Look to improve within specified time scale)

20 - 25

Unacceptable (Stop activity and make immediate improvements)

Please sign below to confirm that you have read and understood the above risk assessments

Employee Name	Employee Signature	Date