

**HOWARD HOUSE**

**HEALTH & SAFETY  
RISK ASSESSMENTS**

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<b>Area:</b> Office Spaces	<b>Completed By:</b> Neil Curry	<b>Date:</b> 23.02.22
<b>People affected / at risk of being harmed:</b> Employees, young people, visitors		<b>PPE / RPE Required:</b>

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"> <li>School induction must be undertaken</li> <li>All site rules as highlighted must be adhered to</li> <li>Only designated work areas accessed</li> <li>Warning signage to be displayed during site work</li> </ul>	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"> <li>Housekeeping standards to be maintained</li> <li>Ensure flooring condition is good</li> <li>Trailing cables to be appropriately managed and kept off walkways</li> <li>Staircases to be free from obstructions at all times</li> <li>Passageways and escape routes to be free from obstructions at all times</li> <li>Lighting to be sufficient in all areas, including in cases of evacuation</li> <li>Liquid spills to be cleaned up immediately</li> </ul>	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"> <li>Ensure item is within easy reach</li> <li>Test weight of item prior to lifting</li> <li>All staff to receive basic manual handling training</li> <li>A mechanical lifting device to be used if necessary</li> <li>If lift is not straight forward, then a TILE based risk assessment will be required.</li> <li>A 2-man lift could be utilised for larger/heavy covers</li> </ul>	1	3	3
1.4	Electric Shock	Personal injury, possible fatality	5	5	25	<ul style="list-style-type: none"> <li>Switch off equipment not in use</li> <li>Utilise good cable management</li> <li>Electrical equipment to be subject to PAT</li> <li>Fixed electrics to be subject to a 5-year inspection by a competent electrical engineer</li> <li>User checks of equipment and outlets to be carried out</li> </ul>	1	5	5
1.5	Workstations	Eyestrain, headaches or back and upper limb disorders	4	5	20	<ul style="list-style-type: none"> <li>Staff are to notify management of pre-existing conditions which they suffer from</li> <li>Staff should complete a DSE regular user self-assessment in the 1<sup>st</sup> instance</li> <li>A more formal DSE Assessment should also be completed to ensure that the workstation is correctly set-up for the individual users ergonomics</li> </ul>	1	5	5
1.6	Injury from door, cupboard, draw	Personal injury	5	5	25	<ul style="list-style-type: none"> <li>Close doors and draws when not in use</li> <li>Stand clear of door when opening</li> <li>Do not overstock cupboards/draws</li> <li>Use door and draw handles</li> </ul>	1	5	5
1.7	Fire (electrical)	Fatality, personal injury, ill health	5	3	15	<ul style="list-style-type: none"> <li>Use appliances according to the manufacturer's instructions</li> <li>Carry out user checks prior to using the equipment</li> </ul>	1	3	3
1.8	Blinds	Fatality, personal injury	5	5	25	<ul style="list-style-type: none"> <li>Blinds to be routinely inspected for damage</li> <li>Staff to monitor resident's moods</li> <li>Staff to provide appropriate supervision as necessary</li> </ul>	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

<b>Area:</b> Bathrooms	<b>Completed By:</b> Neil Curry	<b>Date:</b> 23.02.22
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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
2.1	Slips, Trips and Falls	Personal injury, sprains, strains and broken limbs	4	2	8	<ul style="list-style-type: none"> <li>Housekeeping standards to be maintained</li> <li>Ensure flooring condition is good</li> <li>Lighting to be sufficient in all areas, including in cases of evacuation</li> <li>Liquid spills to be cleaned up immediately</li> <li>Anti-slip mats are provided for the baths</li> <li>Tidy up towels and clothes are tidied up and not left on the floor</li> </ul>	1	2	2
2.2	Hot Water	Personal injury, burns, scalding	4	2	8	<ul style="list-style-type: none"> <li>Staff and young people to be informed of the risk of hot water</li> <li>Thermostatic mixing valves fitted to control the temperatures</li> <li>Warning signs displayed where thermostatic mixing valves are not fitted</li> </ul>	1	2	2
2.3	Legionella	Fatality, ill health	3	3	9	<ul style="list-style-type: none"> <li>Weekly legionella checks to be completed</li> <li>Legionella testing is to be carried out as per the HSE guidance L8 'The Control of Legionella Bacteria in Water Systems'</li> </ul>	1	3	3
2.4	Hygiene, communicable disease	Personal injury, possible fatality	5	5	25	<ul style="list-style-type: none"> <li>Adequate storage of toiletries to be provided</li> <li>Bins must be routinely emptied and cleaned, ensuring that contaminants do not build up</li> <li>Toilets to be regularly cleaned</li> </ul>	1	5	5
2.5	Injury from door, cupboard, draw	Personal injury	5	5	25	<ul style="list-style-type: none"> <li>Close doors and draws when not in use</li> <li>Stand clear of door when opening</li> <li>Do not overstock cupboards/draws</li> <li>Use door and draw handles</li> </ul>	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: Kitchen				Completed By: Neil Curry			Date: 23.02.22		
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"> <li>Housekeeping standards to be maintained</li> <li>Ensure flooring condition is good</li> <li>Lighting to be sufficient in all areas, including in cases of evacuation</li> <li>Liquid spills to be cleaned up immediately</li> <li>Utilise good cable management (no trailing leads)</li> <li>Changes in level highlighted</li> <li>Report equipment faults to maintenance</li> </ul>	1	2	2
3.2	Knives	Personal injury, fatality	4	2	8	<ul style="list-style-type: none"> <li>Staff trained to use knives</li> <li>Sharp knives are to be kept locked in a draw or cupboard</li> <li>Sharp knives to be cleaned and locked away straight after use</li> <li>Residents to be supervised whilst using knives unless assessed otherwise (individual risk assessment)</li> <li>Trained first aiders are to be available at all times</li> </ul>	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"> <li>Staff and young people to be informed of kitchen risks</li> <li>Trained first aiders are to be available at all times</li> <li>PPE to be provided and used as necessary</li> <li>Thermostatic mixing valves fitted to control the temperatures</li> <li>Residents are to be appropriately supervised whilst in the kitchen which meets their capabilities and understanding</li> </ul>	1	3	3
3.4	Expired food/food poisoning	Ill health, possible fatality	5	5	25	<ul style="list-style-type: none"> <li>All food to be checked regularly (nightly) to ensure it is in date and is safe to eat</li> <li>Food must be stored correctly and clearly labelled (if required)</li> <li>Cold storage and food temperatures to be taken and recorded daily</li> <li>Food to be thoroughly cooked and temperatures recorded</li> <li>Cooking and cleaning should not be carried out at the same time</li> <li>Foodstuffs should be bought in reasonable quantities</li> </ul>	1	5	5
3.5	COSHH	Ill health, possible fatality	5	5	25	<ul style="list-style-type: none"> <li>All chemicals are COSHH assessed, and the manufacturer's data sheets are kept on file</li> <li>COSHH assessments held in the main office</li> <li>COSHH items are stored in the COSHH lockable cupboard in the building cellar area</li> <li>COSHH items to be bought in reasonable quantities</li> <li>COSHH items are only accessible to staff</li> <li>Residents are allowed to use COSHH items if appropriate to their need and are supervised</li> <li>Once items have been used then they should be locked away at the earliest opportunity</li> </ul>	1	5	5
3.6	Fire	Fatality, personal injury, ill health	5	5	25	<ul style="list-style-type: none"> <li>All appliances are to be turned off after use</li> <li>Electricity and water shut off points to be clearly identified</li> <li>Firefighting equipment to be inspected routinely</li> <li>Firefighting equipment to be subject to annual maintenance</li> <li>Fire risk assessment to be reviewed on an annual basis</li> </ul>	1	5	5

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

<b>Area:</b> Laundry/boiler room	<b>Completed By:</b> Neil Curry	<b>Date:</b> 23.02.22
<b>People affected / at risk of being harmed:</b> Employees, young people, visitors		<b>PPE / RPE Required:</b> 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"> <li>Clothes/laundry to be moved in manageable amounts to ensure that the risk of injury is minimised</li> </ul>	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"> <li>Housekeeping standards to be maintained</li> <li>Ensure flooring condition is good</li> <li>Lighting to be sufficient in all areas, including in cases of evacuation</li> <li>Liquid spills to be cleaned up immediately</li> <li>Laundry to be carried in suitable containers</li> <li>Room to be checked by a member of staff after being used by young people</li> </ul>	1	2	2
4.3	Contaminated laundry	Ill health	3	3	9	<ul style="list-style-type: none"> <li>Staff to wear PPE when handling soiled laundry</li> <li>Young people to be encouraged to do their own laundry where possible</li> </ul>	1	3	3
4.4	Limited space	Personal injury, possible fatality	5	5	25	<ul style="list-style-type: none"> <li>Staff to ensure room is not overcrowded by people or objects</li> </ul>	1	5	5
4.5	Appliances	Personal injury	5	5	25	<ul style="list-style-type: none"> <li>Equipment to be used as per the manufacturer's instructions</li> <li>Switch off equipment not in use</li> <li>Utilise good cable management</li> <li>User checks of equipment and outlets to be carried out</li> <li>Electrical equipment to be subject to PAT</li> <li>Young person to be supervised whilst using equipment</li> </ul>	1	5	5
4.6	Fire	Personal injury, possible fatality	5	5	25	<ul style="list-style-type: none"> <li>Appliances to be stored/maintained correctly (iron left to cool, lint removed from dryer etc)</li> <li>All vents are to be kept clear</li> <li>Boiler to be kept clear of dirt/dust</li> <li>No items to be stored in the boiler room</li> <li>Boiler to be subject to annual maintenance by competent engineer</li> <li>Electrical outlets to be routinely inspected</li> <li>Young person to be supervised whilst using appliances</li> </ul>	1	5	5
4.7	Injury from door, cupboard, draw	Personal injury	5	5	25	<ul style="list-style-type: none"> <li>Close doors and draws when not in use</li> <li>Stand clear of door when opening</li> <li>Do not overstock cupboards/draws</li> <li>Use door and draw handles</li> </ul>	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



<b>Area:</b> Bedrooms	<b>Completed By:</b> Neil Curry	<b>Date:</b> 23.02.22
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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"> <li>Window restrictors to be checked as part of monthly safety audit</li> </ul>	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"> <li>Housekeeping standards to be maintained</li> <li>Ensure flooring condition is good</li> <li>Lighting to be sufficient in all areas, including in cases of evacuation</li> <li>Liquid spills to be cleaned up immediately</li> <li>Laundry to be carried in suitable containers</li> <li>Room to be checked weekly by a member of staff</li> </ul>	1	2	2
5.3	Blinds	Fatality, personal injury	5	5	25	<ul style="list-style-type: none"> <li>Blinds to be routinely inspected for damage</li> <li>Staff to monitor resident's moods</li> <li>Staff to provide appropriate supervision as necessary</li> </ul>	1	5	5
5.4	Injury from door, cupboard, draw	Personal injury	5	5	25	<ul style="list-style-type: none"> <li>Close doors and draws when not in use</li> <li>Stand clear of door when opening</li> <li>Do not overstock cupboards/draws</li> <li>Use door and draw handles</li> </ul>	1	5	5
5.5	Appliances	Personal injury	5	5	25	<ul style="list-style-type: none"> <li>Equipment to be used as per the manufacturer's instructions</li> <li>Switch off equipment not in use</li> <li>Utilise good cable management</li> <li>User checks of equipment and outlets to be carried out</li> <li>Electrical equipment to be subject to PAT</li> <li>Young person to be supervised whilst using equipment</li> </ul>	1	5	5
5.6	Fire	Personal injury, possible fatality	5	5	25	<ul style="list-style-type: none"> <li>Staff to carry out bedroom checks for signs of arson, damage etc</li> <li>Plugs and appliances are to be used correctly</li> <li>Detectors and smoke seals to be checked for condition</li> <li>Fire drills to be carried out routinely</li> </ul>	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

<b>Area:</b> Communal areas	<b>Completed By:</b> Neil Curry	<b>Date:</b> 23.02.22
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<b>People affected / at risk of being harmed:</b> Employees, young people, visitors	<b>PPE / RPE Required:</b>
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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"> <li>All chemicals are COSHH assessed, and the manufacturer's data sheets are kept on file</li> <li>COSHH assessments held in the main office</li> <li>COSHH items are stored in the COSHH lockable cupboard in the building cellar area</li> <li>COSHH items to be bought in reasonable quantities</li> <li>COSHH items are only accessible to staff</li> <li>Bins are outside the property and are stored in a safe manner</li> <li>Build up of combustible materials will be disposed of to prevent arson risk</li> </ul>	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"> <li>Housekeeping standards to be maintained</li> <li>Ensure flooring condition is good (monthly check)</li> <li>Lighting to be sufficient in all areas, including in cases of evacuation</li> <li>Liquid spills to be cleaned up immediately</li> <li>Residents encouraged to walk and not to run</li> </ul>	1	2	2
6.3	Injury from door, cupboard, draw	Personal injury	5	5	25	<ul style="list-style-type: none"> <li>Close doors and draws when not in use</li> <li>Stand clear of door when opening</li> <li>Do not overstock cupboards/draws</li> <li>Use door and draw handles</li> </ul>	1	5	5
6.4	Electricity	Ill health, possible fatality, electric shock	5	5	25	<ul style="list-style-type: none"> <li>Switch off equipment not in use</li> <li>Utilise good cable management</li> <li>User checks of equipment and outlets to be carried out</li> <li>Electrical equipment to be subject to PAT</li> <li>Fixed electrics to be subject to a 5-year inspection by a competent electrical engineer</li> <li>Young person to be supervised whilst using equipment</li> </ul>	1	5	5
6.5	Fire	Personal injury, possible fatality	5	5	25	<ul style="list-style-type: none"> <li>Escape routes are to be kept clear</li> <li>Weekly checks of the fire systems are carried out</li> <li>Monthly fire drills to be carried out to ensure staff and residents are aware of what to do in the event of an incident</li> <li>Maintained firefighting equipment is available within the property</li> </ul>	1	5	5
6.6	Hygiene	Ill health	4	2	8	<ul style="list-style-type: none"> <li>House is subject to a daily cleaning regime</li> <li>Residents to be encouraged to help cleaning and teach the appropriate use of cleaning</li> </ul>	1	2	2

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

<b>Area:</b> Garden	<b>Completed By:</b> Neil Curry	<b>Date:</b> 23.02.22
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<b>People affected / at risk of being harmed:</b> Employees, young people, visitors	<b>PPE / RPE Required:</b>
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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"> <li>Extreme weather conditions will be individually assessed, and any measures will be put in place (gloves for snow, sun cream for hot weather)</li> <li>Grit and salt to be used in icy conditions</li> </ul>	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"> <li>Housekeeping standards to be maintained</li> <li>Ensure ground condition is good (routine check)</li> <li>Lighting to be sufficient in all areas, including in cases of evacuation</li> <li>Steps to be highlighted</li> <li>Steps not to be used in wet or icy conditions</li> </ul>	1	2	2
7.3	Garden/ shed/ outbuildings	Personal injury	5	5	25	<ul style="list-style-type: none"> <li>Close doors and lock with external padlock when not in use</li> <li>Residents to be supervised if in shed</li> </ul>	1	5	5
7.4	Vehicles and travelling in car	Personal injury, possible fatality	5	5	25	<ul style="list-style-type: none"> <li>School speed limit to be observed</li> <li>All persons to be made aware of the risk of moving vehicles</li> <li>All staff who drive must provide a copy of their driving license and added to the driving list</li> <li>All company vehicles are to be subject to insurance, maintenance, and MOT at the required times</li> <li>If staff use their own vehicles for company use then insurance, maintenance and MOT must be available</li> <li>Anyone using vehicles in company time must be 'fit to drive'</li> <li>Vehicles to be parked in such a manner as to reduce the need for reversing</li> </ul>	1	5	5
7.5	Injury from door, cupboard, draw	Personal injury	5	5	25	<ul style="list-style-type: none"> <li>Close doors and draws when not in use</li> <li>Stand clear of door when opening</li> <li>Do not overstock cupboards/draws</li> <li>Use door and draw handles</li> </ul>	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

<b>Area:</b> Stress	<b>Completed By:</b> Neil Curry	<b>Date:</b> 23.02.22
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<b>People affected / at risk of being harmed:</b> Employees	<b>PPE / RPE Required:</b>
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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"> <li>Rotas should be used to plan shifts</li> <li>Manager to ensure adequate staff levels and rest periods</li> <li>If staff swap or do extra shifts, then it is their responsibility to ensure that they have appropriate rest time</li> </ul>	1	2	2
8.2	Missing holidays	Ill health	4	2	8	<ul style="list-style-type: none"> <li>Staff are not to work shifts when on annual leave (except at the managers discretion)</li> </ul>	1	2	2
8.3	Supervisions	Ill health	5	5	25	<ul style="list-style-type: none"> <li>Staff and supervisors to attend full supervisions and investigate any concerns</li> <li>All staff must attend regular team meetings</li> </ul>	1	5	5
8.4	Challenging behaviour	Ill health	5	5	25	<ul style="list-style-type: none"> <li>All staff to attend the managing behaviour training and take up any concerns with their managers</li> <li>Staff to be debriefed after incidents</li> <li>Staff to read individual care plans</li> </ul>	1	5	5
8.5	Major incident/disaster	Personal injury, Ill health	5	5	25	<ul style="list-style-type: none"> <li>Staff to follow the BSP to reduce stress and ensure that all requirements are met</li> </ul>	1	5	5
8.6	Lone working/1 on 1	Personal injury, Ill health	5	5	25	<ul style="list-style-type: none"> <li>The lone working policy should be followed to reduce stress and promote safety</li> </ul>	1	5	5
8.7	Activities	Personal injury, Ill health	5	3	15	<ul style="list-style-type: none"> <li>All activities must be planned and have appropriate risk assessments in place that will identify potential stressors with control measures</li> </ul>	1	3	3
8.8	Bullying	Ill health	5	3	15	<ul style="list-style-type: none"> <li>If there are any instances of bullying then this must be addressed and immediately recorded</li> </ul>	1	3	3

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

<b>Area:</b> First aid/ control of infection	<b>Completed By:</b> Neil Curry	<b>Date:</b> 23.02.22
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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"> <li>All staff are first aid trained and a training matrix is utilised to ensure staff training does not lapse</li> <li>New staff who do not have first aid training will be booked onto a course at the earliest available opportunity</li> </ul>	1	4	4
9.2	First aid kit	Ill health, injury, fatality	4	2	8	<ul style="list-style-type: none"> <li>First aid kits are made available</li> <li>First aid kit checks are carried out to ensure stock levels are maintained</li> <li>No medication or ointments to be kept in first aid kits</li> </ul>	1	2	2
9.3	Home phone out of use	Ill health, injury, fatality	5	5	25	<ul style="list-style-type: none"> <li>If the emergency services need to be called, then staff should use their mobile or neighbour's phone.</li> </ul>	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"> <li>First aiders are not to try and handle a situation that is beyond their capabilities</li> <li>Medical assistance is to be sought by dialling 111 or 999 depending on the severity</li> </ul>	1	5	5
9.5	Recurring injuries	Ill health, injury, fatality	5	5	25	<ul style="list-style-type: none"> <li>All incidents to be recorded and investigated where required, to avoid the same happening again.</li> <li>Keep risk assessments and care plans up to date</li> </ul>	1	5	5
9.6	Calling emergency services	Ill health, injury, fatality	5	5	25	<ul style="list-style-type: none"> <li>All staff to be made aware of the location of the home so that they are able to call the emergency services.</li> </ul>	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"> <li>Staff to wear PPE when cleaning bodily fluids</li> <li>All bodily waste to be disposed of appropriately</li> <li>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</li> <li>Good personal hygiene to be observed including washing of hands</li> </ul>	1	3	3

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

<b>Area:</b> Medication handling					<b>Completed By:</b> Neil Curry			<b>Date:</b> 23.02.22		
<b>People affected / at risk of being harmed:</b> Employees, young people, visitors						<b>PPE / RPE Required:</b> 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"> <li>All staff to be trained in administration of medication</li> <li>Staff to ensure medication is swallowed</li> <li>Liquid versions to be requested if staff suspect a young person may attempt to conceal medication to take in large quantities</li> <li>Medication is stored in a locked cupboard and any controlled drugs are stored in a locked area in the locked cupboard</li> <li>Staff to check the label to ensure correct dose is given at the correct time, another member of staff to witness where possible</li> <li>Staff to call 111 or 999 depending on severity of suspected overdose</li> </ul>	1	4	4	
10.2	Reaction to medicines	Ill health, injury, fatality, anaphylactic shock	4	4	16	<ul style="list-style-type: none"> <li>Only medication prescribed/bought for the resident to be kept at the home</li> <li>Staff to be aware of any allergies the resident has before purchasing any medication</li> <li>Staff to seek medical advice immediately should they suspect a young person has suffered a reaction from medication given</li> </ul>	1	4	4	
10.3	Theft of medication	Ill health, injury, fatality	5	5	25	<ul style="list-style-type: none"> <li>All medication to be stored in a locked cabinet in a locked room with restricted access</li> <li>Staff member administering medication to record and sign medical log book, witness also to sign</li> </ul>	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										

<b>Area:</b> Manual handling					<b>Completed By:</b> Neil Curry			<b>Date:</b> 23.02.22		
<b>People affected / at risk of being harmed:</b> Employees, young people, visitors						<b>PPE / RPE Required:</b> 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"> <li>All staff to be trained in manual handling during their induction</li> <li>Staff to receive manual handling refresher routinely</li> <li>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?</li> <li>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</li> <li>Is the temperature too extreme, is the route poorly lit?</li> <li>Staff are to utilise manual handling techniques whilst lifting and carrying</li> <li>Manual handling aids should be used where required</li> <li>Does the lift require special information/training</li> <li>Does the lift create a hazard to pregnant people or persons with health problems</li> <li>Does the lift require unusual strength or height</li> </ul>	1	4	4	
11.2	Simple, light weight objects	Injury	2	1	2	<ul style="list-style-type: none"> <li>For manual handling of lightweight unwieldy items will require an informal mental assessment</li> </ul>	1	1	1	
11.3	Heavy and/or unwieldy objects	Ill health, injury,	5	5	25	<ul style="list-style-type: none"> <li>This type of lift should be properly planned</li> <li>All staff involved should be involved in the plan</li> <li>A formal risk assessment must be carried out based on the TILE risk assessment system.</li> </ul>	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										

<b>Area:</b> Fire doors & exits					<b>Completed By:</b> Neil Curry			<b>Date:</b> 23.02.22			
<b>People affected / at risk of being harmed:</b> Employees, young people, visitors						<b>PPE / RPE Required:</b>					
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"> <li>Staff to investigate whether young person leaves their room on an evening other than to use the bathroom</li> <li>All external doors to be checked regularly through the night</li> <li>House is secured on a night-time and doors are alarmed for security</li> <li>Throughout day and night, the staff are aware of the resident's whereabouts</li> </ul>	1	5	5		
12.2	Slip, trips and falls	Injury	5	5	25	<ul style="list-style-type: none"> <li>Daily checks are carried out to ensure all fire exits and walkways are free from obstruction</li> </ul>	1	5	5		
12.3	Fire doors not closing correctly	Ill health, injury	5	5	25	<ul style="list-style-type: none"> <li>Fire doors are closed each evening and checked daily/weekly for damage</li> <li>Young person and staff instructed to use the exit closest should the alarm sound</li> <li>All final exit doors are released on fire alarm activation</li> <li>Doors can be opened with access fobs</li> </ul>	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											



<b>Area:</b> Emergency evacuation	<b>Completed By:</b> Neil Curry	<b>Date:</b> 23.02.22
<b>People affected / at risk of being harmed:</b> Employees, young people, visitors		<b>PPE / RPE Required:</b>

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"> <li>Staff to call 999 on discovery of a fire and sound the alarm</li> <li>Staff to position themselves low to the floor and advise young persons and visitors to do the same to avoid smoke inhalation</li> <li>Young persons and visitors to follow safety signs to leave via nearest exit and place of safety</li> <li>Staff to remain calm and ensure they assist anyone with walking difficulties.</li> <li>See PEEPS for individuals</li> </ul>	1	5	5
13.2	Becoming trapped	Ill health, injury, fatality	5	5	25	<ul style="list-style-type: none"> <li>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</li> <li>Person should attempt to signal for help</li> <li>PEEPS should be utilised to ensure early evacuation is achieved</li> </ul>	1	5	5
13.3	Damage to logbooks, files, telephones	Ill health, injury, fatality	5	5	25	<ul style="list-style-type: none"> <li>Allocated fire marshals will be responsible for the logbook, evacuation and telephone/fire panel</li> <li>Young person and staff to practice emergency evacuation regularly</li> <li>All occupants to meet at the assembly point at the sign opposite the main entrance</li> <li>Staff are not to put themselves at risk and no persons are to re-enter the building until it is safe to do so.</li> <li>All electronic paperwork is saved on a system which information can be retrieved</li> </ul>	1	5	5

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<b>Area:</b> Drive & moving vehicles	<b>Completed By:</b> Neil Curry	<b>Date:</b> 23.02.22
<b>People affected / at risk of being harmed:</b> Employees, young people, visitors		<b>PPE / RPE Required:</b>

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"> <li>• Drive to be kept clear of obstacles</li> <li>• Staff, visitors and young persons to be made aware of uneven ground and advise to take care</li> <li>• Extra care to be taken in wet conditions</li> <li>• Grit/salt to be spread on the drive during icy conditions</li> </ul>	1	5	5
14.2	Struck by moving vehicle	Injury, fatality	5	5	25	<ul style="list-style-type: none"> <li>• Young person to be supervised where possible whilst in car park</li> <li>• Young persons, staff and visitors to be informed of the risk from moving vehicles</li> <li>• Manoeuvring of vehicles should be carried out which reduces the need to reverse</li> </ul>	1	5	5
14.3	Vehicles entering the site at high speed	Injury, fatality	5	5	25	<ul style="list-style-type: none"> <li>• No ball games or activities to take place near the gates</li> <li>• Staff and visitors advised to take care when reversing and manoeuvring vehicles and be aware of other moving vehicles and pedestrians</li> </ul>	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

<b>Area:</b> Driving company vehicle	<b>Completed By:</b> Neil Curry	<b>Date:</b> 23.02.22
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**People affected / at risk of being harmed:** Employees, young people, members of the public **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
15.1	Road traffic accident	Injury, fatality	4	5	20	<ul style="list-style-type: none"> <li>All drivers to have a valid license for the vehicle under operation</li> <li>Speed limits and road traffic laws must be adhered to</li> <li>Mobile phones must not be used whilst the vehicle is in use</li> </ul>	1	5	5
15.2	Maintenance	Injury, fatality	5	5	25	<ul style="list-style-type: none"> <li>Weekly checks to be carried out on the vehicles</li> <li>Any faults to be reported and dealt with immediately</li> <li>Lights, oil, water and brake fluid levels together with tyre pressures to be checked prior to commencing long journeys</li> </ul>	1	5	5
15.3	Disruptive behaviour whilst travelling in a vehicle	Injury, fatality	5	5	25	<ul style="list-style-type: none"> <li>Staff not to transport any young person showing challenging behaviour</li> <li>Staff to pull over at safest opportunity should challenging behaviour be shown</li> <li>Young person to have individual risk assessment for travelling</li> <li>If an escort is utilised; then that person should sit behind the driver during transit</li> <li>All company vehicles are issued a first aid kit</li> </ul>	1	5	5

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<b>Area:</b> External contractors	<b>Completed By:</b> Neil Curry	<b>Date:</b> 23.02.22
<b>People affected / at risk of being harmed:</b> Employees, young people, contractors		<b>PPE / RPE Required:</b>

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"> <li>All work areas are to be kept clear of obstacles and tools</li> <li>Contractors to be made aware of emergency procedures</li> <li>Contractors permit to work to be completed where necessary</li> </ul>	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"> <li>Staff to direct any young persons showing challenging behaviour away from contractors</li> <li>Contractors to leave area until instructed to return</li> <li>Young person will be supervised at all times where possible</li> </ul>	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"> <li>All tools and equipment to be locked away in a suitable receptacle or in a suitable area as designated by the homes manager</li> <li>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</li> <li>Contractors to account for all tools before leaving the homes site</li> <li>Staff to commence room searches should they suspect tools to have been stolen</li> </ul>	1	5	5
16.4	Nuisance dust, fumes and gasses	Injury, fatality	4	5	20	<ul style="list-style-type: none"> <li>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</li> <li>Contractors to provide RAMS and COSHH assessment as a minimum prior to works beginning</li> <li>Ensure all rooms are well ventilated whilst using any materials that may produce dust, fumes etc</li> <li>Staff to call 999 should anyone inhale fumes and then feel unwell, drowsy or incoherent</li> </ul>	1	5	5
16.5	Burns, skin rashes and reactions to building materials	Injury	4	5	20	<ul style="list-style-type: none"> <li>Protective goggles clothing and gloves to be worn whilst using any materials which may be harmful to skin and eyes</li> <li>Contractors to provide RAMS and COSHH assessment as a minimum prior to works beginning</li> </ul>	1	5	5
16.6	Manual handling/falling from height, ladder etc	Injury, fatality	5	5	25	<ul style="list-style-type: none"> <li>Contractors to be fully trained in their relative competencies</li> <li>Contractors to provide RAMS and COSHH assessment as a minimum prior to works beginning</li> <li>Contractors to provide proof of insurance prior to works beginning</li> </ul>	1	5	5

16.7	Allegations	N/A	2	2	4	<ul style="list-style-type: none"> <li>Contractors to be supervised at all times to reduce the risk of allegation</li> <li>Any unusual behaviour to be reported to staff</li> </ul>	1	2	2
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<b>Area:</b> COSHH	<b>Completed By:</b> Neil Curry	<b>Date:</b> 23.02.22
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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"> <li>All spillages to be immediately cleaned up</li> <li>Follow the information detailed on the COSHH Assessment/ Manufacturer's Data Sheet</li> </ul>	1	5	5
17.2	Inhalation, injection, skin and eye contact	Injury, fatality	5	5	25	<ul style="list-style-type: none"> <li>Follow the information detailed on the COSHH Assessment/ Manufacturer's Data Sheet</li> <li>Administer first aid if required as instructed on the COSHH Assessment/ Manufacturer's Data Sheet</li> </ul>	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 :- N. Curry DipSHEM DipNDEA GradIOSH

Signature :-



Date :- 23.02.22

Assessment approved by :-

Signature :-

Date :- 23.02.22

Review date :- 23.02.23

	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 1<sup>st</sup> 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)

