**Premises Risk Assessment Form**

| **Location** | Glenister Park Road | **Assessor’s Name** | [Eamonn Cummings](mailto:Eamonn@carestream.org.uk) |
| --- | --- | --- | --- |

| **Tasks** | All activities involved in the delivery of Care Stream Homes service at | **Date of Assessment** |  |
| --- | --- | --- | --- |

| **Signed** | Eamonn Cummings | **Planned date of review** | Annually or as required |
| --- | --- | --- | --- |

First consider all task activities and hazards associated with those activities, then the likelihood of a risk occurring, its severity if it did and rate accordingly.

| **Activity No.** | **Subject** | **Hazard identified** | **Groups at risk/**  **No. at risk** | | **Likelihood (L)**  **1 - 5** | **Severity (S)**  **1 - 5** | **Rating** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | Slips/trips/falls | Untidiness in environments, running cables, spillages, frayed carpets or damaged flooring, poorly/unmarked trip hazards. | Service users, Staff, Visitors, | 10+ |  |  |  |
| **2** | Electricity | Potential for shock, electrocution, death or disruption of supply. Potential for fire if equipment fuses/explodes due to faulty wiring. | Service users, Staff, Visitors | 10+ |  |  |  |
| **3** | Gas | Potential for poisoning from gas fumes, risk of explosion during gas leak, risk of fire from explosion. | Service users, Staff, Visitors | 10+ |  |  |  |
| **4** | Flood | Standing water may be unclean and contain bacteria and disease. Potential for disruption of supply. Potential for drowning in extreme cases. | Service users, Staff, Visitors, | 10+ |  |  |  |
| **5** | Asbestos | Inhalation of asbestos fibres can cause illness and lead to death. | Service users, Staff, Visitors, | 10+ |  |  |  |
| **6** | Legionella & scalding | Infected water may cause poisoning. Too hot water may cause scalding that may lead to serious injuries | Service users, Staff, Visitors, | 10+ |  |  |  |
| **7** | First aid and emergency arrangements | Problems arising from lack of trained first aiders or fire marshals. Could cause injury or lack of timely response to injury. | Service users, Staff, Visitors, | 10+ |  |  |  |
| **8** | Fire | Staff and other building users - could suffer from smoke inhalation or burns if trapped in house | Service users, Staff, Visitors, | 10+ |  |  |  |
| **9** | Environmental hazards |  |  |  |  |  |  |
|  | a) thermal comfort | may feel too hot/cold or suffer other general discomfort | Service users, Staff, Visitors, | 10+ |  |  |  |
|  | b) space | contact with furniture if insufficient space to move around | Service users, Staff, Visitors, | 10+ |  |  |  |
|  | c) lighting | may suffer eyestrain if lighting is insufficient or of the wrong type | Service users, Staff, Visitors, | 10+ |  |  |  |
| **10** | Infectious disease | 1. Staff and service users may be at risk if contracting an infectious disease from each other or within a poorly managed environment.  2. An infectious disease could be contracted by incorrect handling of soiled items or offensive waste.  3. Issues related to Coronavirus (COVID19) | Service users, Staff, Visitors, | 10+ |  |  |  |

Now consider questions 1 and 2 for each activity numbered above and fill in action columns for all activities.

| **Activity No.** | **1) What are you already doing to minimise the risk??** | **2) What further action is necessary??** | **To be**  **actioned by** | **Target**  **Date** | **Completed**  **Date** | **Signed** |
| --- | --- | --- | --- | --- | --- | --- |
| **1** | **Slips, Trips, Falls:**  Cables tidied away under desks/other furniture.  Good housekeeping in office.  Spillages cleared straight away.  Damage to floor coverings and other repairs and maintenance reported immediately to maintenance for repair/replacement as necessary.  Floors kept clear of items, e.g. papers, bags.  Cabinet drawers and doors kept closed when not in use.  Floors cleaned regularly.  Adequate lighting provided.  Carpet grippers/beading/doorplates used throughout building to indicate transitions that may pose incidental trip hazards (where applicable). | Where temporary trip hazards are identified, clear signage used to advise others.  Slip trip hazards caused by inclement weather: obtain supply of grit/sandbags etc based on weather reports to ensure safe entry/egress from the property.  No further action can be taken to reduce risk. | Service Manager, Service staff |  |  |  |
| **2** | **Electricity:**  Yearly PAT tests on electrical equipment (Shine Bright Homes owned).  Intermittent H&S checks throughout building.  5 Yearly full electrical tests of mains and circuit boards etc.  All equipment is visually checked before each use. Staff aware of cut off points.  Cut off points clearly indicated in Service Contingency / Emergency Plans.  Defective plugs, cables equipment etc reported to maintenance for repair/replacement.  Sufficient power sockets provided to reduce need for extension cables.  Staff discouraged from bringing in own electrical equipment as maintenance cannot be assured.  Kettle/water heater positioned so water spills cannot contact electricity supply or equipment.  Liquid spills mopped up immediately. | To maintain regular equipment checks.  All faults are reported and action taken immediately | Service Manager, Service staff, Maintenance manager (scheduling external checks) |  |  |  |
| **3** | **Gas:**  There is a yearly check carried out on the boiler and heating system.  All gas appliances have cut off switches.  Cut off points clearly indicated in Service Contingency / Emergency Plans. | Staff to be observant and report suspected gas leak immediately to manager and maintenance. Or call National Grid Emergency Line 0800 111 999. | Service Manager, Service staff, Maintenance manager. |  |  |  |
| **4** | **Water:**  Intermittent H&S checks throughout building.  All possible points that could cause a leak are checked during H&S checks, e.g., plug holes, drains etc.  Cut off points clearly indicated in Service Contingency / Emergency Plans. | Staff to be observant and report suspected gas leak immediately to manager and maintenance. Or call Thames Water 24-hour line on 0800 316 9800. | Service Manager, Service staff, Maintenance manager. |  |  |  |
| **5** | **Asbestos**  If/when works required that could potentially disturb asbestos: building will be surveyed to identify any asbestos containing materials, and a  risk assessment carried out to determine what action should be taken. | Building is new build. No asbestos containing materials are kept on premises. No further action can be taken to reduce risk. | Surveyor, Maintenance manager, Service Manager. |  |  |  |
| **6** | **Legionella & scalding**  Intermittent H&S checks throughout building: this includes water temperature checks and flushing of water points in infrequent use.  In assisted bathing areas scalding risks are reduced by having thermostatic mixer valves on all baths and showers, with the temperature limited to 440C (baths) and 410C (showers). | Maintain regular water ˚C checks. Report any problem immediately and action as necessary. | Service Manager, Service staff, Maintenance manager. |  |  |  |
| **7** | **First Aid and Emergency arrangements:**  First Aid cover provided in accordance with first aid needs assessment.  Notices displayed and first aid boxes checked regularly.  Service has contingency plan and on call arrangements in place. | No further action can be taken to reduce risk. | Service Manager, Service staff |  |  |  |
| **8** | **Fire**  Staff induction includes fire evacuation procedures and means of raising the alarm.  Monthly day fire evacuation practice carried out.  Access to fire exits kept clear  Regular removal of waste  Fire equipment checked every three months.  Emergency lighting checked weekly | Maintain regular monitoring. Any faults are reported immediately, and action taken as necessary. | Service Manager, Service staff |  |  |  |
| **9** | **Environmental Hazards: Thermal comfort**  Building is adequately ventilated.  Thermostatic controls available for service users / staff to manipulate to desired settings. | No further action can be taken to reduce risk. | Service Manager, Service staff |  |  |  |
| **Environmental Hazards: Space**  Space provided is sufficient to enable free movement around the house, and for carrying out tasks.  Individual space requirements are re-considered when additional equipment/furniture is acquired |
| **Environmental Hazards: Lighting**  Lighting levels sufficient for the rooms/tasks undertaken.  Window blinds fitted where necessary to adjust lighting levels.  Light switches are easily accessible |
| **10** | **Infectious Disease**  Service has a standalone risk assessment for Infection Prevention and Control.  Service has standalone guidelines for Infection Prevention and Control.  Service has a schedule of cleaning and hygiene task responsibilities.  Service has a system of intermittent health and safety checks.  All staff are made aware of the correct procedures in regard to health and safety management in induction/team meetings/supervisions.  In the event that a service user is diagnosed with an infectious disease, and this poses a potential risk to others, staff will be informed, and service users will be advised appropriately.  PPE equipment is always available for use when assisting service users with personal care tasks.  Risk assessments are in place for working with a service user who may have an infectious disease.  All staff who may have an infectious disease including COVID 19 remain away from work until they receive confirmation from GP that they may return to work.  In the event of a diagnosis of infection, Service manager/staff will liaise with the NHS professionals to ensure appropriate notifications have been made.  In the event of an outbreak of infection, Service manager will liaise with Public Health England/involved NHS services to ensure that appropriate RIDDOR reporting is completed. | In the event of a diagnosis of infection, Service manager/staff will liaise with Shine Bright Homes Director of Operations/Quality Assurance and any involved NHS professionals to ensure staff are provided with the correct advice and guidance and, if necessary and applicable, access to vaccinations. A record will be maintained of staff vaccination status where this is disclosed. | Director of Operations, Service Manager, Service staff |  |  |  |

| **Date for review** | 03/01/2025 |
| --- | --- |

| **Likelihood** | |
| --- | --- |
| **1** | Highly improbable |
| **2** | Remotely possible, but known |
| **3** | Occasional |
| **4** | Fairly frequent |
| **5** | Frequent and regular |

| **Severity rating** | |
| --- | --- |
| **1** | Negligible damage/no injury |
| **2** | Minor damage/injury (non RIDDOR reportable) |
| **3** | Major damage/injury (RIDDOR reportable) |
| **4** | Loss of department operations/single on-site fatality |
| **5** | Loss of company operations/multiple on or single off-site fatality |

|  | **Severity** | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **Likelihood** |  | **1** | **2** | **3** | **4** | **5** |
| **1** | A | A | L | L | M |
| **2** | A | A | L | M | H |
| **3** | A | L | M | H | H |
| **4** | A | L | M | H | H |
| **5** | L | L | H | H | U |

| **Action priority table** | | |
| --- | --- | --- |
| **Rating** | **Risk level** | **Action(s)** |
| **A** | Acceptable | None |
| **L** | Low | Consider additional controls |
| **M** | Medium | Implement additional/modified controls where reasonably practical |
| **H** | High | Implement additional/modified controls where practical on an urgent basis |
| **U** | Unacceptable | Immediate implementation of additional/ modified control |