



RISK ASSESSMENT

Ref No	AF 003	Issue No	1	Service	Affordable Homes (Sheltered Housing)				
Activity	Use of Communal rooms in sheltered accommodation schemes.								
Summary of Control Measures	<ul style="list-style-type: none"> • Outside users to adhere to good practice guidelines or federation guidelines.. • Hold a liability insurance if needed. • Food Hygiene Certificate. • Registered NHS practitioner. • Electrical items inspected / PAT tested 								
Hazard	Hazard effect	Severity	Likelihood	Risk	Control measures to minimize risk	Severity	Likelihood	Risk	
General use of rooms Bingo, coffee mornings etc	Slips, trips and falls, obstructions, uneven floors, spilt liquids causing injury. Fractures, cuts, bruising.	3	3	9	Keeping work areas tidy and walkways free of obstructions (stairs with anti slip edging) Appropriate warning signage and instruction. Trailing cables protected using rubber cable covers or using black and yellow tape. Spilt liquids to be cleaned up immediately. Wear sensible shoes and do not run in the building. Report any slip or trip hazards to the facilities team. First aiders and first aid supplies provided	3	2	6	
Cooking	Burns, Scalds,	3	3	9	To follow food safety guidelines, to hold a current food hygiene certificate. Use correct hot food gloves when handling hot oven trays etc.	3	2	6	
Hairdressing,	Minor Cuts, burns,	3	2	6	Must follow industry or federation guidelines particularly when hair colouring. Trained hairdresser	3	1	3	

Chiropodist	Minor cuts, infection	3	2	6	To follow NHS guidance and best practice. All tools sterilised. Registered practitioner (current)	3	1	3
Using electrical equipment including	Electric shock, electrical burns, Injury, death, Muscular skeletal disorders. Ozone / particulates exposure	3	3	9	Electrical appliances should be located / used away from sources of water. Electrical appliances should be used in accordance with manufacturer's instructions. All electrical appliances are inspected and tested prior to use and PAT tested on a regular basis. Any damaged or defective electrical equipment must be taken out of service and reported. On no account should any employee attempt to repair any electrical equipment. DSE assessments	3	2	6
Chemical use (COSHH)	Headaches, nausea, vomiting, short term and long term health problems.	3	3	9	COSHH data sheets and risk assessments. Personal protective equipment, boots, gloves , goggles, overalls, respiratory protective equipment (RPE) according to COSHH RA – Specific COSHH Storage if required	3	2	6
Manual handling injury	Manual handling injury i.e. musculoskeletal, sprain, trapped nerves long term damage	3	3	9	See manual handling assessment SCDC 007M Check weight (test) prior to moving or lifting Do not move overloaded or excessively heavy items. Take care moving and lifting over uneven ground. Manual handling training	3	2	6
Dealing with members of the public including violent / abusive actions	Entanglement with equipment, impact, crushing, laceration, cuts, severe bruising, injury.	4	3	12	Work should stop when members of the public (non volunteers) are in the immediate work area. Be firm but polite for them to move away from the location. Be non-confrontational and move away if defusing actions fail. Summon assistance.	4	1	4

<p>Most Likely Severity:-</p> <p>5 = Multiple deaths could be caused 4 = One death or permanent disablement, or multiple major injuries could be caused. 3 = Hazard capable of causing major injury (impairment lasting more than 1 month) 2 = Hazard can cause equipment damage, illness or injury (with impairment lasting between 3 days and 1 month) 1 = Hazard cannot result in serious injury or illness, unlikely to require more than minor first aid</p>	<p>Likelihood / Probability:-</p> <p>5 = Probably will occur in the next six months 4 = Probably will occur in the next year 3 = Probably will occur in the next 5 years 2 = May occur in the next 5 years 1 = Unlikely to ever occur</p>	<p>Degree of Residual Risk:-</p> <p>16 – 25 High (Unacceptable. Task must not be carried out without additional controls)</p> <p>8-15 Medium (Task may need to be monitored)</p> <p>1-6 Low</p>	
<p>Final assessment or comments</p>	<p>All users/ visitors must familiarise themselves with the actions required in the event of a fire. Notices are displayed detailing these actions.</p>		<p>Overall Residual Risk</p> <p>6</p> <p>Low</p>

Is the overall risk acceptable	Yes	No	If yes work can be commenced If No task must be re-evaluated		
Initial assessment by (Name)	Shirley Stephen		Signature		Date 05 / 01 / 15
Assessment approved by	Tracy Cassidy		Signature		Date 05 / 01 / 15
Assessment review by	05 / 01 / 18		Signature		Date

Assessment must be reviewed when there any changes to environment, procedures, equipment or new employees who may have different capability.