

Location	Persons affected	Hazard details	Hazard severity	Risk Level	Requirements	Controls	Responsible person(s)
All locations	Staff, Volunteers, Residents, Visitors, Contractors	Fire	A	3	To provide adequate protection from the risk of fire through, various mechanisms including training, installation and maintenance of signage, lighting and fire suppression management and fire systems testing and inspections. Adherence to legislative direction such as the regulatory reform (fire safety) order 2005 The Regulatory Reform (Fire Safety) Order 2005 (legislation.gov.uk) which documents the need to take general fire fighting duties and in particular section 2 .	<ul style="list-style-type: none"> Weekly recorded fire alarm system testing. Fire extinguisher checks and annual service inspection. Emergency lighting flick tests and annual drain down tests recorded. FM to complete in house Fire safety order checks in relation to section 2 as part of wider health and safety inspections PPM service visits by accredited provider. 	Facilities Manager
All locations	Staff, Volunteers, Residents, Visitors, Contractors	Bombs	A	3	To ensure as far as is practicable that vigilance is maintained in relation to a bomb incident through training, national terror threat level monitoring.	<ul style="list-style-type: none"> Senior leadership team to monitor national security threat levels on an ongoing basis. Information can be found here: Terrorism and national emergencies: Terrorism threat levels – GOV.UK (www.gov.uk) Unattended bag awareness. 	Facilities Manager , Group Leader
All locations	Staff, Volunteers, Residents, Visitors, Contractors	Staff, Volunteers, Residents, Visitors, Contractors	B	3	The health and safety at work act Health and Safety at Work etc. Act 1974 (legislation.gov.uk) places a legal duty on employers to ensure, so far as is reasonably practicable, the health, safety and welfare of workers. This includes protecting them from work- related violence.	<ul style="list-style-type: none"> Staff to undertake iHasco training in relation to managing conflict and aggressive behavior. Staff to inform line manager when working at residential property alone. CCTV installation and maintenance. Sensitive meetings to be conducted in pairs. 	Facilities manager
All locations	Staff, Volunteers, Residents, Visitors, Contractors	Electrical Equipment	A	3	To provide, as far as is practicable, protection against the main personal harms and property loss or damage caused by electrical hazards, as outlined by the HSE as per the simple description Introduction to electrical safety - HSE	<ul style="list-style-type: none"> Training in the use of electrical equipment. Annual PAT testing of all portable appliances. Cyclical 5 year fixed wire testing EICR Including thermogenic assessments. 	Facilities Manager
All locations	Staff, Volunteers, Residents, Visitors, Contractors	Slips, Trips and Falls	B	3	To make all efforts to remove or reduce the risk of slips trips and falls through good housekeeping, maintenance practices, staff vigilance and reporting of accident, incidents and near misses. The Workplace (Health, Safety and Welfare) Regulations 1992 (legislation.gov.uk) the full legislation schedule applies but notably sections 9,12 &13.	<ul style="list-style-type: none"> Ensure good housekeeping - Clear access at all times. Accidents, incidents and near misses to be recorded in order to measure and improve controls. Routine floor walks to identify risks. Appropriate clear signage to identify risk such as wet floors, spillages, uneven surfaces. 	Facilities Manager, Group Leader

All locations	Staff, Volunteers, Residents, Visitors, Contractors	Sudden Illness or Injury	A	3	To ensure the organisation puts measures in place to ensure that appropriately trained personnel can deliver first aid, with maintained and well stocked supplies to comply with. The Health and Safety (First-Aid) Regulations 1981 (legislation.gov.uk) . Notably section 3 and 4.	<ul style="list-style-type: none"> • Ensure appropriate number of first aid trained staff on duty. • Ensure training is carried out by accredited providers. • Ensure first aid kits are maintained and kept up to standards BS8599-1 at a minimum. 	Facilities Manager, Group Leader
All locations	Staff, Volunteers, Residents, Visitors, Contractors	Heating & Hot water	A	3	To supply adequate heating in proper working order. This should be capable of achieving and maintaining an average minimum temperature of 21 degrees Celsius in living rooms and 18 degrees Celsius elsewhere.	<ul style="list-style-type: none"> • Proper system of maintenance in place through an industry accredited provider • Regular checks of system • Building inspections to include water and heating checks. • Ensure good housekeeping - Clear access at all times. • Accidents, incidents and near misses to be recorded in order to measure and improve controls. • Routine floor walks to identify risks. • Appropriate clear signage to identify risk such as wet floors, spillages, uneven surfaces. 	Facilities Manager
Staircase and landings	Staff, Volunteers, Residents, Visitors, Contractors	Personal Injury, slips, trips and falls	A	3	To make all efforts to remove or reduce the risk of slips trips and falls through good housekeeping, maintenance practices, staff vigilance and reporting of accident, incidents and near misses. The Workplace (Health, Safety and Welfare) Regulations 1992 (legislation.gov.uk) the full legislation schedule applies but notably sections 9,12 &13.	<ul style="list-style-type: none"> • Ensure good housekeeping - Clear access at all times. • Accidents, incidents and near misses to be recorded in order to measure and improve controls. • Routine floor walks to identify risks. • Appropriate clear signage to identify risk such as wet floors, spillages, uneven surfaces. 	Facilities Manager, Group Leader
Office	Staff, Volunteers, Night staff	Personal injury	B	3	To as far as is reasonably practicable remove, manage, avoid risks in relation to personal injury from both workplace hazards and personal violence.	<ul style="list-style-type: none"> • Conflict management training. • Manage difficult conversations with leadership teams • CCTV cyclical maintenance. • On call Managerial support out of hours. 	Facilities Manager
Office	Staff, Volunteers, Night staff	Slips, Trips and Falls	C	3	To make all efforts to remove or reduce the risk of slips trips and falls through good housekeeping, maintenance practices, staff vigilance and reporting of accident, incidents and near misses. The Workplace (Health, Safety and Welfare) Regulations 1992 (legislation.gov.uk) the full legislation schedule applies but notably sections 9,12 &13	<ul style="list-style-type: none"> • Ensure good housekeeping - Clear access at all times. • Accidents, incidents and near misses to be recorded in order to measure and improve controls. • Routine floor walks to identify risks. • Appropriate clear signage to identify risk such as wet floors, spillages, uneven surfaces. 	Facilities Manager, Group Leader, Volunteers
Office	Staff, Volunteers, Night staff	Electrical Equipment	A	3	To provide, as far as is practicable, protection against the main personal harms and property loss or damage caused	<ul style="list-style-type: none"> • Training in the use of electrical equipment. • Annual PAT testing of all portable appliances. 	Facilities Manager

					by electrical hazards, as outlined by the HSE as per the simple description Introduction to electrical safety - HSE	<ul style="list-style-type: none"> Cyclical 5 year fixed wire testing EICR Including thermogenic assessments. 	
Plant Rooms	Staff, Volunteers, Night staff	Inability to summon help in the event of an emergency.	C	3	To ensure that risks are managed in terms of ensuring that communication and welfare checking systems are in place to ensure that no injured party is incapacitated and unable to summon support for a period of time.	<ul style="list-style-type: none"> Avoid lone working where possible. Ensure that colleagues are aware that you are working in the plant room. 15 minute in person welfare checks to be completed by duty officer on all staff or contractors in the plant room 	Facilities Manager
Plant Rooms	Staff, Volunteers, Contractors	Entrapment. moving parts injuries. Sharp and abrasive edge injuries.	C	3	To ensure that workers are, as far as is practicable, aware and able to manage working alongside potentially harmful machinery.	<ul style="list-style-type: none"> Allow clear room worker and any asset / Machine. Do not work on equipment without the right qualifications. Ensure all protective guards are in place. Ensure all hazards are clearly identified. Use appropriate PPE 	Facilities Manager
Plant Rooms	Staff, Volunteers, Contractors	Danger of entanglement in rotating lant and machinery.	C	3	To ensure that workers are, as far as is practicable, aware and able to manage working alongside potentially harmful machinery.	<ul style="list-style-type: none"> Where suitable clothing. No loose jewellery or lanyards Protective gloves. Ensure plant if fully isolated and locked of by key before working on moving parts. 	Facilities Manager
Plant Rooms	Staff, Volunteers, Contractors	Danger from ejected debris and matter (Molten metal, swarf, dust etc)	B	3	To ensure that workers are, as far as is practicable, protected from air bourn debris from machinery	<ul style="list-style-type: none"> Ensure appropriate PPE is uses. Eye protection and the task appropriate, mask. 	Facilities Manager
Plant Rooms	Staff, Volunteers, Contractors	Slips, Trips and Falls	B	3	To ensure the safe use of the plant room, ensuring that all relevant controls are in place and that the risk of personal injury is reduced as far as is reasonably practicable in relation to slips, trips and falls.	<ul style="list-style-type: none"> Regular inspections to ensure clear routes. Appropriate signage when cleaning. Reporting of defects leading to leaks and spillages. Keep area and floor space clear of obstructions. 	Facilities Manager
Plant Rooms	Staff, Volunteers, Contractors	Personal Injury - Manual handling	B	3	To ensure that staff are aware of, and able to manage the risk in relation to manual handling. In particular, risks around stock handling and intakes of deliveries etc. To ensure that the employer and employee understands there respective responsibilities in relation to legislation. The Manual Handling Operations Regulations 1992 (legislation.gov.uk)	<ul style="list-style-type: none"> Staff to undergo annual manual handling awareness training. Avoid lifting where possible. Use lifting aids and equipment, Ongoing review of needs. 	Facilities Manager
Plant Rooms	Staff, Volunteers, Contractors	Contact with mineral oils, solvents and adhesives.	C	3	To ensure that staff are aware of COSHH Regulations in order to better manage the risk in relation to physical contact, Ingestion or inhalation of any oils, solvents and adhesives. To	<ul style="list-style-type: none"> All Oils, Solvents and adhesives that are COSHH recordable to be drawn up into a COSHH register and kept in location for easy emergency access. 	Facilities Manager

					ensure the storage of these items are in line with COSHH regulations The Control of Substances Hazardous to Health Regulations 2002 (legislation.gov.uk) in order that should accident or injury occur full data sheets can be provided in order to expedite appropriate treatment.	<ul style="list-style-type: none"> Follow all manufacturer guidance and instructions. Use products only as intended. Use correct PPE of the task. 	
Plant Rooms	Staff, Volunteers, Contractors	Fall from height and falling objects.	A	3	To ensure that staff are able to work safely at height and in line with The Work at Height Regulations 2005 (legislation.gov.uk)	<ul style="list-style-type: none"> Ensure no lone working at height. Complete a working from Heights permit for contractors. Ensure all access support equipment is used, including but not limited to: Ladders, steps, platforms (Mechanical or otherwise) are used and inspected for wear and tear prior to use. Annual training for all staff. All harnesses to be certified safe annually by an accredited supplier Ensure a safe workspace is installed around the area to ensure no risk of falling objects causing harm. Use all available fall arrest and fall barriers such as tool slings and kick boards. Do not work on ladders and towers in inclement weather 	Facilities Manager
Plant Rooms	Staff, Volunteers, Contractors	Working with power tools.	B	3	To ensure the use of power tools is conducted in line with the health and safety At work act 1974 (HSWA). Provision and use of work equipment regulations 1998 (PUWER). Person Protective Equipment at work regulations 1992 (PUWER –PPE)	<ul style="list-style-type: none"> When working on plant ensure full, lockable isolations are in place. Check power tools and equipment for signs of damage and remove from service if found to be so. Use low voltage power as a first option (110v). Use appropriate PPE Create a safe working zone around works area 	Facilities Manager
Plant Rooms	Staff, Volunteers, Contractors	Fire and explosion.	B	3	To ensure that risks are mitigate against as far as is practicable against fire and explosion from work being carried out in the plant room	<ul style="list-style-type: none"> Unless unable to do so due to fixed asset plant machinery all repair works should be carried out away form the plant room. No hot works should be conducted in the plant room. Hot works permits to be issued only by the Facilities Manager. All gas appliances to be purged and fully isolated prior to works being conducted on gas systems. All pressurisation and calorifiers to be depressurised prior to intrusive works. 	Facilities Manager

Plant Rooms	Staff, Volunteers, Contractors	Asbestos	C	3	To ensure compliance in relations to Asbestos management as per The Control of Asbestos Regulations 2012 (legislation.gov.uk) Notably Part 2 Schedule 4 – 9.	<ul style="list-style-type: none"> Asbestos register to be kept on site and updated with any works. Pre work surveys should be completed. No work to be authorised on Asbestos containing areas without full consultation and survey by an accredited supplier. 	Facilities Manager
Plant Rooms	Staff, Contractors	Electric shock	A	3	To provide, as far as is practicable, protection against the main personal harms and property loss or damage caused by electrical hazards, as outlined by the HSE as per the simple description Introduction to electrical safety - HSE	<ul style="list-style-type: none"> Training in the use of electrical equipment. Annual PAT testing of all portable appliances. Cyclical 5 year fixed wire testing EICR Including thermogenic assessments. 	Facilities Manager
Bedrooms – Shared and single occupant.	Visitors and Staff	Personal Injury	B	3	To as far as is reasonably practicable remove, manage, avoid risks in relation to personal injury.	<ul style="list-style-type: none"> Appropriate room induction. Regular, recorded room inspections. Appropriate provision of equipment. 	Facilities Manager, Group Leader
Bedrooms – Shared and single occupant.	Visitors and Staff	Electrical Shock	A	3	To provide, as far as is practicable, protection against the main personal harms and property loss or damage caused by electrical hazards, as outlined by the HSE as per the simple description Introduction to electrical safety - HSE	<ul style="list-style-type: none"> Training in the use of electrical equipment. Annual PAT testing of all portable appliances. Cyclical 5 year fixed wire testing EICR Including thermogenic assessments. 	Facilities Manager
Bedrooms – Shared and single occupant.	Visitors and Staff	Slips, trips, and falls	B	3	To ensure the safe use of the occupancy rooms, ensuring that all relevant controls are in place and that the risk of personal injury is reduced as far as is reasonably practicable in relation to slips, trips and falls.	<ul style="list-style-type: none"> Ensure good housekeeping - Clear access at all times. Accidents, incidents and near misses to be recorded in order to measure and improve controls. Routine floor walks to identify risks. Appropriate clear signage to identify risk such as wet floors, spillages, uneven surfaces. Window doors to be locked so users cannot climb out the windows. 	Facilities Manager, Group Leader
Loft Space Activity room	Visitors and Staff	Loft Stairwell	A	3	Care to be taken on staircase as it is steep. To make all efforts to remove or reduce the risk of slips trips and falls through good housekeeping, maintenance practices, staff vigilance and reporting of accident, incidents and near misses. The Workplace (Health, Safety and Welfare)	<ul style="list-style-type: none"> Ensure good housekeeping - Clear access at all times. Accidents, incidents and near misses to be recorded in order to measure and improve controls. Routine floor walks to identify risks. Appropriate clear signage to identify risk such as wet 	Facilities Manager, Group Leader

					Regulations 1992 (legislation.gov.uk) the full legislation schedule applies but notably sections 9,12 &13.	floors, spillages, uneven surfaces.	
Loft Space Activity room	Visitors and Staff	Personal Injury	B	3	To as far as is reasonably practicable remove, manage, avoid risks in relation to personal injury.	<ul style="list-style-type: none"> • Appropriate room induction. • Regular, recorded room inspections. • Appropriate provision of equipment. • Beware low head room and exposed roof jointing. 	Facilities manager, Group Leader
Loft Space Activity room	Visitors and Staff	Electrical Shock	B	3	To provide, as far as is practicable, protection against the main personal harms and property loss or damage caused by electrical hazards, as outlined by the HSE as per the simple description Introduction to electrical safety - HSE	<ul style="list-style-type: none"> • Training in the use of electrical equipment. • Annual PAT testing of all portable appliances. • Cyclical 5 year fixed wire testing EICR Including thermogenic assessments. 	Facilities Manager, Group Leader
Loft Space Activity room	Residents, Visitors and Staff	Slips, trips, and falls	B	3	To ensure the safe use of the occupancy rooms, ensuring that all relevant controls are in place and that the risk of personal injury is reduced as far as is reasonably practicable in relation to slips, trips and falls.	<ul style="list-style-type: none"> • Ensure good housekeeping - Clear access at all times. • Accidents, incidents and near misses to be recorded in order to measure and improve controls. • Routine floor walks to identify risks. • Appropriate clear signage to identify risk such as wet floors, spillages, uneven surfaces. • Clear stairwell and step in room. 	Facilities Manager, Group Leader
Kitchen	Staff, Volunteers, Cleaners, visitors	Burns and scalds from hot water urn / kettles /Hobs	B	3	To manage risk in relation to the risk of burns and scalds whilst carrying out kitchen based activities. Items of particular risk include, hobs and boiling water, Hot water urn and kettles.	<ul style="list-style-type: none"> • Appropriate training in the use of kitchen equipment. • Regular equipment inspections and maintenance. • Water temperature setpoint not to exceed 60 degrees. 	Facilities Manager, Group Leader
Kitchen	Staff, Volunteers, Cleaners, Visitors	Manual handling injury.	B	3	To ensure that staff are aware of, and able to manage the risk in relation to manual handling. In particular, risks around stock handling and intakes of deliveries etc. To ensure that the employer and employee understands there respective responsibilities in relation to legislation. The Manual Handling Operations Regulations 1992 (legislation.gov.uk)	<ul style="list-style-type: none"> • Staff to undergo annual manual handling awareness training. • Avoid lifting where possible. • Use lifting aids and equipment, • Ongoing review of needs. 	Facilities Manager, Group Leader

Kitchen	Staff, Volunteers, Cleaners, Visitors	Slips, Trips and Falls	B	3	Reduce or remove risk of slips, trips and falls in the kitchen.	<ul style="list-style-type: none"> Regular inspections to ensure clear routes. Appropriate signage when cleaning. Reporting of defects leading to leaks and spillages. Keep area and floor space clear of obstructions. Regular floor walks to check for issues. All spillages to be cleaned and dried immediately. Wet and dry mopping due to tiled floor. 	Facilities Manager, Group Leader
Kitchen	Staff, Volunteers, Cleaners, Visitors	Wet & Dry mop of floor	B	3	Due to type of flooring and that it is a kitchen, grease can end up on the floor as well as get stuck between the grooves. Need to ensure floors are not slippery	<ul style="list-style-type: none"> Wet mop the floor followed by a dry mop Slippery warning signs to be used when floor is wet 	Cleaners, Group Leader
Kitchen	Staff, Volunteers, Cleaners, Visitors	Fire	A	3	To provide adequate protection from the risk of fire through, various mechanisms including training, installation and maintenance of signage, lighting and fire suppression management and fire systems testing and inspections. Adherence to legislative direction such as the regulatory reform (fire safety) order 2005 The Regulatory Reform (Fire Safety) Order 2005 (legislation.gov.uk) which documents the need to take general fire fighting duties and in particular section 2 .	<ul style="list-style-type: none"> Fire blanket to be mounted on wall adjacent to oven. Fire blanket to be checked by Maintenance on weekly basis. Fire extinguishers to be installed and checked routinely as part of compliance checks. 	Facilities manager
Kitchen	Staff, Volunteers, Cleaners, Visitors	Knives and sharps – Risk of cuts, piercing, stabbing, pricking, perforation.	B	2	To manage the risk involving sharps and knives in the kitchen environment in relation to usage, storage and supervision in use.	<ul style="list-style-type: none"> Ensure a safe system of work (SSoW) is in place when working with knives and other sharps. Cut on stable surfaces. Do not leave submerged knives in sink to soak. Store knives securely in lockable storage outside of use and check stock coming back in. No extreme sized blades. No knives to be left unattended. No Wear PPE including gloves and aprons. 	Facilities Manager, Group Leader
Kitchen	Staff, Volunteers, Cleaners, Visitors	Gas Oven	B	3	To ensure the risk of gas leaks are minimised. Oven door seals must be effective. Gas ignition should be done in a safe manner. All accessible parts must be free from sharp edges.	<ul style="list-style-type: none"> Carbon Monoxide alarm situated in kitchen Before using oven check the doors Ignite using the ignition switch if not then use the fire safe lighter or matches. Risk assessment to be in place. Gas shut-off devices must work promptly and safely. 	Facilities Manager, Group Leader, Volunteers

Kitchen	Staff, Volunteers, Cleaners, Visitors	Electrical equipment	A	3	To provide, as far as is practicable, protection against the main personal harms and property loss or damage caused by electrical hazards, as outlined by the HSE as per the simple description Introduction to electrical safety - HSE	<ul style="list-style-type: none"> • Training in the use of electrical equipment. • Annual PAT testing of all portable appliances. • Cyclical 5 year fixed wire testing EICR Including thermogenic assessments. 	Facilities Manager, Group Leader, Volunteers
Kitchen	Staff, Volunteers, Cleaners, Visitors	Hot Water	B	3	Ensure that hot water is delivered between 45 and 50 degrees.	<ul style="list-style-type: none"> • Temperature checks to be conducted on a regular basis and recorded. 	Facilities Manager, Mobile Maintenance Technician
Kitchen	Staff, Volunteers, Cleaners, Visitors	Cold Water	B	3	Ensure that cold water is delivered below 20 degrees	<ul style="list-style-type: none"> • Temperature checks to be conducted on a regular basis and recorded. 	Facilities Manager, Mobile Maintenance Technician
Main Lounge	Staff, Volunteers, Visitors, Cleaners	Personal injury	B	3	To ensure the safe use of the lounge and open areas, ensuring that all relevant controls are in place and that the risk of personal injury is reduced as far as is reasonably practicable.	<ul style="list-style-type: none"> • Appropriately trained staff present for all activities. • Pre activity check to be completed to check equipment for visual signs of damage. • Any damaged items to be isolated from use. • Strict monitoring of activities at all times 	Group Leader
Main Lounge	Staff, Volunteers, Visitors, Cleaners	Slips, Trips and Falls	B	3	Reduce or remove risk of slips, trips and falls in the lounge and open area.	<ul style="list-style-type: none"> • Regular inspections to ensure clear routes. • Appropriate signage when cleaning. • Reporting of defects leading to leaks and spillages. • Keep area and floor space clear of obstructions. • Regular floor walks to check for issues. 	Group Leader
Main Lounge	Staff, Volunteers, Visitors, Cleaners	Electric shock	A	3	To provide, as far as is practicable, protection against the main personal harms and property loss or damage caused by electrical hazards, as outlined by the HSE as per the simple description Introduction to electrical safety - HSE	<ul style="list-style-type: none"> • Training in the use of electrical equipment. • Annual PAT testing of all portable appliances. • Cyclical 5 year fixed wire testing EICR Including thermogenic assessments. 	Facilities Manager, Group Leader
Main Lounge	Staff, Volunteers, Visitors, Cleaners	Fire	A	3	To prevent risk of fire and smoke inhalation injuries caused by the use of a decommissioned fire place	<ul style="list-style-type: none"> • Fireplace not to be used 	Group Leader
2 nd Lounge (The Drawing Room)	Staff, Volunteers, Visitors, Cleaners	Personal injury	B	3	To ensure the safe use of the lounge and open areas, ensuring that all relevant controls are in place and that the risk of personal injury is reduced as far as is reasonably practicable.	<ul style="list-style-type: none"> • Appropriately trained staff present for all activities. • Pre activity check to be completed to check equipment for visual signs of damage. • Any damaged items to be isolated from use. • Strict monitoring of activities at all times • 	Group Leader
2 nd Lounge (The Drawing Room)	Staff, Volunteers, Visitors, Cleaners	Slips, Trips and Falls	B	3	Reduce or remove risk of slips, trips and falls in the lounge.	<ul style="list-style-type: none"> • Regular inspections to ensure clear routes. • Appropriate signage when cleaning. • Reporting of defects leading to leaks and spillages. 	Group Leader

						<ul style="list-style-type: none"> Keep area and floor space clear of obstructions. Regular floor walks to check for issues. 	
2 nd Lounge (The Drawing Room)	Staff, Volunteers, Visitors, Cleaners	Electric shock	A	3	To provide, as far as is practicable, protection against the main personal harms and property loss or damage caused by electrical hazards, as outlined by the HSE as per the simple description <u>Introduction to electrical safety - HSE</u>	<ul style="list-style-type: none"> Training in the use of electrical equipment. Annual PAT testing of all portable appliances. Cyclical 5 year fixed wire testing EICR Including thermogenic assessments. 	Facilities Manager, Group Leader
2 nd Lounge (The Drawing Room)	Staff, Volunteers, Visitors, Cleaners	Fire	A	3	To prevent risk of fire and smoke inhalation injuries caused by the use of a decommissioned fire place	<ul style="list-style-type: none"> Fireplace not to be used 	Group Leader
2 nd Lounge (The Drawing Room)	Staff, Volunteers, Visitors, Cleaners	Back Door	B	3	Back door is a fire exit and can be locked from the inside.	<ul style="list-style-type: none"> Door to be unlocked but on the press bar for fire safety reasons as is a fire exit when the house is in use. 	Group Leader
Dining Room	Staff, Volunteers, Visitors, Cleaners	Personal injury	B	3	To ensure the safe use of the lounge and open areas, ensuring that all relevant controls are in place and that the risk of personal injury is reduced as far as is reasonably practicable.	<ul style="list-style-type: none"> Appropriately trained staff present for all activities. Pre activity check to be completed to check equipment for visual signs of damage. Any damaged items to be isolated from use. Strict monitoring of activities at all times 	Group Leader
Dining Room	Staff, Volunteers, Visitors, Cleaners	Slips, Trips and Falls	3	3	Reduce or remove risk of slips, trips and falls in the Dining room.	<ul style="list-style-type: none"> Regular inspections to ensure clear routes. Appropriate signage when cleaning. Reporting of defects leading to leaks and spillages. Keep area and floor space clear of obstructions. Regular floor walks to check for issues. 	Group Leader
Dining Room	Staff, Volunteers, Visitors, Cleaners	Fire	A	3	To prevent risk of fire and smoke inhalation injuries caused by the use of a decommissioned fire place	<ul style="list-style-type: none"> Fireplace not to be used 	Group Leader
Boot Room	Staff, Volunteers, Visitors, Cleaners	Personal injury	B	3	To ensure the safe use of the lounge and open areas, ensuring that all relevant controls are in place and that the risk of personal injury is reduced as far as is reasonably practicable.	<ul style="list-style-type: none"> Appropriately trained staff present for all activities. Pre activity check to be completed to check equipment for visual signs of damage. Any damaged items to be isolated from use. Strict monitoring of activities at all times 	Group Leader
Boot Room	Staff, Volunteers, Visitors, Cleaners	Slips, Trips and Falls	B	3	Reduce or remove risk of slips, trips and falls in the Boot room.	<ul style="list-style-type: none"> Regular inspections to ensure clear routes. Appropriate signage when cleaning. Reporting of defects leading to leaks and spillages. Keep area and floor space clear of obstructions. Regular floor walks to check for issues. 	Group Leader

Boot Room	Staff, Volunteers, Visitors, Cleaners	Burns and scalds from pipes	B	2	To manage risk in relation to the risk of burns and scalds whilst in the Boot Room.	<ul style="list-style-type: none"> Revamp of the Boot room to cover pipes Monitoring of users whilst in the room 	Facilities Manager, Group Leader
Boot Room	Staff, Volunteers, Cleaners, Visitors	Hot Water	B	3	Ensure that hot water is delivered between 45 and 50 degrees.	<ul style="list-style-type: none"> Temperature checks to be conducted on a regular basis and recorded. 	Facilities Manager, Mobile Maintenance Technician
Boot Room	Staff, Volunteers, Cleaners, Visitors	Cold Water	B	3	Ensure that cold water is delivered below 20 degrees	<ul style="list-style-type: none"> Temperature checks to be conducted on a regular basis and recorded. 	Facilities Manager, Mobile Maintenance Technician
Accessible toilet/shower room	Staff, Volunteers, Visitors, Cleaners.	Slips, Trips and Falls	B	3	Reduce or remove risk of slips, trips and falls in the accessible toilets.	<ul style="list-style-type: none"> Regular inspections. Appropriate signage when cleaning. Reporting of defects leading to leaks and spillages. Ensure pull cord is operational. Report issues to Facilities Manager 	Activity Manager
Accessible toilet/Shower room	Staff, Volunteers, Visitors, Cleaners	Bacterial/Legionella	B	3	Reduce or remove the risk of bacteria or Legionella in the water	<ul style="list-style-type: none"> Good hygiene practices promoted, regular inspection and cleaning of the facilities, recorded in office. Hot water system checked, run through, and recorded as per legionnaires guidance. Regular checks and maintenance of shower heads and taps including annual descaling. 	Facilities Manager, Mobile Maintenance Technician
Accessible toilet/Shower room	Staff, Volunteers, Visitors, Cleaners.	Hot Water	B	3	Ensure that hot water is delivered between 45 and 50 degrees.	<ul style="list-style-type: none"> Temperature checks to be conducted on a regular basis and recorded. 	Facilities Manager, Mobile Maintenance Technician
Accessible toilet/Shower room	Staff, Volunteers, Visitors, Cleaners.	Cold Water	B	3	Ensure that cold water is delivered below 20 degrees	<ul style="list-style-type: none"> Temperature checks to be conducted on a regular basis and recorded. 	Facilities Manager, Mobile Maintenance Technician
Upstairs Bathrooms	Staff, Volunteers, Visitors, Cleaners.	Slips, Trips and Falls	B	3	Reduce or remove risk of slips, trips and falls in the bathrooms.	<ul style="list-style-type: none"> Regular inspections. Appropriate signage when cleaning. Reporting of defects leading to leaks and spillages. 	Activity Manager
Upstairs Bathrooms	Staff, Volunteers, Visitors, Cleaners.	Bacterial/Legionella	B	3	Reduce or remove the risk of bacteria or Legionella in the water	<ul style="list-style-type: none"> Good hygiene practices promoted, regular inspection and cleaning of the facilities, recorded in office. Hot water system checked, run through, and recorded as per legionnaires guidance. Regular checks and maintenance of shower heads and taps including annual descaling. 	Facilities Manager
Upstairs Bathrooms	Staff, Volunteers, Visitors, Cleaners.	Hot Water	B	3	Ensure that hot water is delivered between 45 and 50 degrees.	<ul style="list-style-type: none"> Temperature checks to be conducted on a regular basis and recorded. 	Facilities Manager, Mobile

							Maintenance Technician
Upstairs Bathrooms	Staff, Volunteers, Visitors, Cleaners	Cold Water	B	3	Ensure that cold water is delivered below 20 degrees	<ul style="list-style-type: none"> Temperature checks to be conducted on a regular basis and recorded. 	Facilities Manager, Mobile Maintenance Technician
Utility Room (Laundry)	Staff, Volunteers, Cleaners	Personal Injury	B	3	To as far as is reasonably practicable remove, manage, avoid risks in relation to personal injury from workplace hazards	<ul style="list-style-type: none"> Check appliances for wear and tear and isolate and remove from use if faulty. Ensure appropriate training in place. Iron to be cooled and stored in cupboard after use. 	Facilities Manager
Utility Room (Laundry)	Staff	Burns from Iron	B	3	To as far as is practicable, manage the risk of burn related injury.	<ul style="list-style-type: none"> Appropriate training in the use of electrical equipment. Maintenance and checks of electrical equipment. 	Facilities Manager, Housekeeper
Utility Room (Laundry)	Staff, Volunteers, Cleaners	Electrical Shock	A	3	To provide, as far as is practicable, protection against the main personal harms and property loss or damage caused by electrical hazards, as outlined by the HSE as per the simple description Introduction to electrical safety - HSE	<ul style="list-style-type: none"> Training in the use of electrical equipment. Annual PAT testing of all portable appliances. Cyclical 5 year fixed wire testing EICR Including thermogenic assessments. 	Facilities Manager
Utility Room (Laundry)	Staff, Volunteers, Cleaners	Slips, trips, and falls	B	3	To ensure the safe use of the laundry room, ensuring that all relevant controls are in place and that the risk of personal injury is reduced as far as is reasonably practicable in relation to slips, trips and falls.	<ul style="list-style-type: none"> Ensure good housekeeping - Clear access at all times. Accidents, incidents and near misses to be recorded in order to measure and improve controls. Routine floor walks to identify risks. Appropriate clear signage to identify risk such as wet floors, spillages, uneven surfaces. 	Facilities Manager, Housekeeper
Utility Room (Laundry)	Staff, Volunteers, Cleaners	Hazardous cleaning products used COSHH	A	3	Eliminate the need for very hazardous substances by substituting them with cleaning products that are less harmful to health but are still effective.	<ul style="list-style-type: none"> All staff must receive thorough training in the dangers of hazardous substances, rather than just given verbal information. IHASCO training. Data sheets in folder Employees are provided with their own protective gloves to use when handling cleaning chemicals. Cleaning products are safely stored and regularly inspected. 	Facilities Manager, Housekeeper
Utility Room (Laundry)	Staff, Volunteers, Cleaners	Hot Water	B	3	Ensure that hot water is delivered between 45 and 50 degrees.	<ul style="list-style-type: none"> Temperature checks to be conducted on a regular basis and recorded. 	Facilities Manager, Mobile Maintenance Technician

Utility Room (Laundry)	Staff, Volunteers, Cleaners	Cold Water	B	3	Ensure that cold water is delivered below 20 degrees	<ul style="list-style-type: none"> Temperature checks to be conducted on a regular basis and recorded. 	Facilities Manager, Mobile Maintenance Technician
Bedrooms	Staff, Visitors	Bunk beds	B	3	<p>Ensure bunk beds are safe for users</p> <p>Risk of falling from height</p>	<ul style="list-style-type: none"> Bunk Beds comply with Standard BS EN 747-1:2012+A1:2015 Upper bunk is not suitable for children under 6 years old Correct mattress height for top bunk is used Ladder to be used for entering and exiting the top bunk. Ladder is secured Prohibit horseplay on or under beds Prohibit more than one person on the top bunk Integral safety rails fitted to all beds top bunk 	Facilities Manager, Group Leader
Outside Area (Back Garden)	Staff, Volunteers, Visitors	Slips, trips, and falls (Pathways)	B	3	<p>There are many uneven surfaces and pathways outside the house. To ensure that all relevant controls are in place and that the risk of personal injury is reduced as far as is reasonably practicable in relation to slips, trips and falls.</p>	<ul style="list-style-type: none"> Ensure pathways are clear of any obstacles e.g. hose pipe, tools. If in use they are located at the edge of the pathways Any large stones or bricks are removed on a regular basis The path is regularly weeded so it is clear to see where the edges of the path are. This is important for those who attend the garden with visual impairment Have warning signs up along the pathway Growth of algae causing it to be slippery treated and signs put up for slippery when wet. 	Facilities Manager, Group Leader
Outside Area (Back Garden)	Staff, Volunteers, Visitors	Slips, trips, and falls (Lawn & Woodlands)	B	3	<p>There are many rabbit holes and uneven surfaces across the lawn and within the woodland. To ensure that all relevant controls are in place and that the risk of personal injury is reduced as far as is reasonably practicable in relation to slips, trips and falls.</p>	<ul style="list-style-type: none"> Walk round the lawn and woodland areas regularly to check for any large holes. Fill in any large holes found Groups to have their own risk assessment for using these areas 	Facilities Manager, Group Leader, Volunteers
Outside Area (Back Garden)	Staff, Volunteers	Use of tools	B	3	<p>Ensure the correct use of power and non-power garden tools. To ensure the use of power tools is conducted in line with the health and safety At work act 1974 (HSWA). Provision and use of work equipment regulations 1998 (PUWER). Person Protective Equipment at work regulations 1992 (PUWER –PPE)</p>	<ul style="list-style-type: none"> Check power tools and equipment for signs of damage and remove from service if found to be so. Use low voltage power as a first option (240v). Use appropriate PPE Create a safe working zone around works area Every person working in the garden will have a tool induction and should have 	Facilities Manager, Mobile Maintenance Technician

						<p>demonstrable competency in safe use.</p> <ul style="list-style-type: none"> Only nominated individuals will use the lawn mower and other power tools 	
Outside Area (Back Garden)	Outside Area (Back Garden)	Sheds (Storage areas)	C	3	<p>There are multiple sheds on the property which are used for storage and not accessible to guests.</p> <p>Need to ensure safety from fire due to wooden structures</p> <p>Minimise slips, trips and falls within the sheds</p> <p>Correct manual handling of items in the shed</p> <p>Safe use of machinery & equipment</p>	<ul style="list-style-type: none"> Only those who have a need to access the storage room and have had training for the items inside should have access to this area. Storage area should be kept tidy to ensure exit routes are not obstructed Combustible materials such as cardboard or accumulated rubbish for disposed of quickly Racking should be capable of supporting the intended loads and be properly fixed to prevent tipping Avoid lifting items which are too heavy Machinery & equipment to be stored correctly 	Facilities Manager, Mobile Maintenance Technician, Volunteers
Outside Area (Back Garden)	Staff, Volunteers	Personal Injury - Manual handling	B	3	<p>To ensure that staff are aware of, and able to manage the risk in relation to manual handling. In particular, risks around stock handling and intakes of deliveries etc.</p> <p>To ensure that the employer and employee understands their respective responsibilities in relation to legislation. <u>The Manual Handling Operations Regulations 1992</u> (legislation.gov.uk)</p>	<ul style="list-style-type: none"> Staff to undergo annual manual handling awareness training. Avoid lifting where possible. Use lifting aids and equipment, Ongoing review of needs. 	Facilities Manager
Outside Area (Back Garden)	Staff, Volunteers, Visitors	Bees, wasps and insects	B	3	<p>Reduce the risk of stings and bites</p>	<ul style="list-style-type: none"> Regular visual inspections of the areas If nests are found then a specialist provider will be called and this area will be out of bounds until resolved Staff for external groups to be aware of allergies of group members 	Facilities Manager
Outside Area (Back Garden)	Staff, Volunteers	Inability to summon help in the event of an emergency.	B	3	<p>To ensure that risks are managed in terms of ensuring that communication and welfare checking systems are in place to ensure that no injured party is incapacitated and unable to summon support for a period of time.</p>	<ul style="list-style-type: none"> Avoid lone working where possible. Ensure that colleagues are aware that you are working in the garden 	Facilities Manager
Outside Area (Back Garden)	Staff, Volunteers, Visitors	Weather	C	3	<p>Reduce the risk of sunburn, sunstroke, dehydration, hypothermia when working in the garden.</p>	<ul style="list-style-type: none"> Advise to wear appropriate clothing Provide a cool shaded area outside to escape the heat and sun 	Facilities Manager, Group Leader

						<ul style="list-style-type: none"> Advise groups to bring sunscreen to use when the weather is very hot 	
Outside Area (Back Garden)	Staff, Volunteers, Visitors	Ponds	C	3	Reduce the risk of anyone falling in the ponds.	<ul style="list-style-type: none"> Supervision at all times when around the pond area out the front Groups to have risk assessment for being near ponds or for any pond dipping activities 	Group Leader
Outside Area (Back Garden)	Staff, Volunteers, Visitors	Fire Pit	A	3	Touching the fire or hot sticks or embers. Tripping, falling on or near the fire Smoke in eyes Fire spreading to surroundings – eg a building, trees or dry wood/sticks	<ul style="list-style-type: none"> Supervision whilst around the campfire at all times and the fire should never be left unattended. A clear fire circle and children learn to respect it. When accessing or moving around the campfire, children must walk around the outside of the seating circle, then remain sitting on the mats whilst they are around the fire Fires kept small – no tall flames Fires not lit in high winds Keep 1st aid kit on hand at all times Supervising staff to note direction of smoke and end the activity if it is drifting at the children or if any child complains of sore eyes. Check wider surroundings for any highly flammable materials After the event, the fire pit area will need to be monitored for an hour after use Fire bucket with sand outside. 	Group Leader
Outside Area (Back Garden)	Visitors	Playground			Separate playground risk assessment	Separate playground risk assessment	Facilities Manager, Group Leader
Outside Area (Back Garden)	Staff, Volunteers, Visitors	Woodland	B	2	Injury through being hit by falling trees or branches Slip, trip or fall on uneven or slippery ground Risk of injury and infection through cuts and gashes, splinters, foreign bodies in eye, dirty hands etc Activities	<ul style="list-style-type: none"> Trees to be checked yearly by a qualified tree surgeon. Grounds to be assessed by leaders to ensure safe use of the woodland Supervision by group leader when using the woodland areas. Any injuries to be treated appropriately Groups to independently risk assess and record Groups to use woods at their own risk – Wet/damp conditions can cause slippery surfaces. 	Facilities Manager, Group Leader

Outside Area (Nature Area)	Staff, Volunteers, Visitors	Ponds	B	3	Reduce the risk of anyone falling in the ponds.	<ul style="list-style-type: none"> Supervision at all times when around the pond area out the front Groups to have risk assessment for being near ponds or for any pond dipping activities 	Group Leaders
Outside Area (Nature Area)	Staff, Volunteers, Visitors	Slips, trips, and falls	C	3	<p>The Nature area has pathed areas using woodchip which can be uneven as well as uneven grounds when off the path. To ensure that all relevant controls are in place and that the risk of personal injury is reduced as far as is reasonably practicable in relation to slips, trips and falls.</p>	<ul style="list-style-type: none"> Ensure pathways are clear of any obstacles e.g. hose pipe, tools. If in use they are located at the edge of the pathways Any large stones or bricks are removed on a regular basis The path is regularly weeded so it is clear to see where the edges of the path are. This is important for those who attend the garden with visual impairment Have warning signs up along the pathway Groups to keep to designated pathways 	Facilities Manager, Group Leader
Outside Area (Nature Area)	Staff, Volunteers	Use of tools	B	3	<p>Ensure the correct use of power and non-power garden tools. To ensure the use of power tools is conducted in line with the health and safety At work act 1974 (HSWA). Provision and use of work equipment regulations 1998 (PUWER). Person Protective Equipment at work regulations 1992 (PUWER –PPE)</p>	<ul style="list-style-type: none"> Check power tools and equipment for signs of damage and remove from service if found to be so. Use low voltage power as a first option (110v). Use appropriate PPE Create a safe working zone around works area Just need to discuss 110 v 240 v Every person working in the garden will have a tool induction and are given instruction and/or demonstration on how to safely to use them Only nominated individuals will use the lawn mower and other power tools 	Facilities Manager
Outside Area (Nature Area)	Staff, Volunteers	Personal Injury - Manual handling	B	3	<p>To ensure that staff are aware of, and able to manage the risk in relation to manual handling. In particular, risks around stock handling and intakes of deliveries etc. To ensure that the employer and employee understands there respective responsibilities in relation to legislation. <u>The Manual Handling Operations Regulations 1992</u> (legislation.gov.uk)</p>	<ul style="list-style-type: none"> Staff to undergo annual manual handling awareness training. Avoid lifting where possible. Use lifting aids and equipment, Ongoing review of needs. 	Facilities Manager
Outside Area (Nature Area)	Staff, Volunteers, Visitors	Bees, wasps and insects	B	3	Reduce the risk of stings and bites	<ul style="list-style-type: none"> Regular visual inspections of the areas 	Facilities Manager, Group Leader

						<ul style="list-style-type: none"> • If nests are found then a specialist provider will be called and this area will be out of bounds until resolved • Staff for external groups to be aware of allergies of group members 	
Outside Area (Nature Area)	Staff, Volunteers	Inability to summon help in the event of an emergency.	B	3	To ensure that risks are managed in terms of ensuring that communication and welfare checking systems are in place to ensure that no injured party is incapacitated and unable to summon support for a period of time.	<ul style="list-style-type: none"> • Avoid lone working where possible. • Ensure that colleagues are aware that you are working in the garden 	Facilities Manager
Outside Area (Nature Area)	Staff, Volunteers, Visitors	Weather	C	3	Reduce the risk of sunburn, sunstroke, dehydration, hypothermia when working in the garden.	<ul style="list-style-type: none"> • Advise volunteers to wear appropriate clothing • Provide a cool shaded area outside to escape the heat and sun • Advise groups to bring sunscreen to use when the weather is very hot 	Facilities Manager, Group Leader
Outside Area (Back Garden)	Staff, Volunteers, Visitors	Fallen tree	C	3	Reduce the risk of harm due to fallen tree	<ul style="list-style-type: none"> • Advise groups, staff and volunteers using the site of the fallen tree. • No-one to climb on the tree or play around it 	Facilities Manager, Group Leader

Identification of Hazards and Assessment of Risks – YMCA East Surrey

General Guidelines for minimising risk

- Staff to be made fully aware of all Health and Safety procedures
- Staff trained to acceptable levels for the activity they are involved in.
- Untrained staff and volunteers to be closely supervised at all times
- All equipment to be serviced following manufacturers guidelines. When not in use all equipment to be locked safely away.
- New risk assessments to be done for any activities that is new or any changes in any procedure. The Facilities Manager to be informed.

RISK RATING

Risk needs to be prioritised to ensure a swift reaction to the areas of most need and in order that resources can be effectively allocated. This can be carried out by using a risk rating formula, which should be appropriate to the circumstances. The formula below is based on measuring the severity of harm or consequences against the likelihood or probability of the hazard actually causing harm.

HAZARD. Is anything with the potential to cause harm. These may include substances, materials, plant, equipment, premises or processes.

RISK. This is the likelihood or probability that a hazard will cause actual harm. Risk depends on a number of factors i.e. Frequency of exposure to the hazard, control measures already in place, environmental conditions.

RISK RATING FORMULA

HAZARD

- A = Death, Major Injury, Major Damage or Loss to Property or Equipment
- B = Over Seven Day Injury or Damage to Property or Equipment
- C = Minor Injury, Minor Damage to Property or Equipment.

RISK

- 1 = Extremely Likely to Occur
- 2 = Frequent, Often or Likely to Occur
- 3 = Slight Chance of Occurring

Once the severity of the hazard has been determined they can be prioritised using the chart overleaf. Control measures are the arrangements made or precautions taken to reduce risk.

		HAZARD		
		A DEATH	B Over 3day Injury	C MINOR INJURY
RISK	1 Extremel y Likely	A1	B1	C1
	2 Frequent, or Often	A2	B2	C2
	3 Slight Chance	A3	B3	C3

	A1	<i>UNACCEPTABLE: Must receive immediate attention to remove or reduce risk</i>
	A2 / B1	URGENT: Must receive attention as soon as possible to reduce hazard or risk
	A3 / C1	Must receive attention to verify if hazard (A) or risk (1) can be reduced. Check if satisfactory systems are in place
	B2	Should receive attention to check if hazard or risk can be reduced and the monitoring procedures are in place
	B3 / C2	Low priority
	C3	Low priority