### Company name: ………………………………………………………………………………….. **Date of risk assessment**: --------------------------------------------------

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| What are the hazards? | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to control this risk? | Action by who? | Action by when? | Done |
| Slips and trips | Staff, young people and visitors may be injured if they trip over objects or slip on spillages. | General good housekeeping is carried out.  All areas well lit, including stairs and stairs are in a good condition inside and outside the property.  No trailing leads or cables.  Staff keep work areas clear, eg no boxes  left in walkways, deliveries stored immediately.  Only authorised and trained staff are to carry out tasks.  PLEASE ALSO REFER TO HEALTH AND SAFETY POLICY | Better housekeeping in kitchen  needed, eg on spills.  Staff to carry out checks throughout their shift to ensure there is no spillage in the communal areas. Report any issues they cannot resolve alone to management immediately.  Reiterate health and safety practices to young people regularly during resident meetings and keywork sessions.  Put up notices reminding young people about the risks of not cleaning up spillage.  Wet area floor sign to be used.  Door mats are provided at the main entrance during wet weather |  |  |  |
| Display Screen equipment (DSE) | Staff and young people  ( on occasion young people use the computer onsite with staff supervision)  Fatigue, eye strain, upper limb problems and backache from overuse or improper use of DSE. Problems can also be experienced from poorly designed workstations or work environments. | Staff and young people are provided with suitably designed chairs for the work they are undertaking and given instructions on how to adjust the chair.  Workspace is ergonomically designed with clear desk space, and staff and young people are given instructions on how to adjust their monitor correctly.  All staff and young people are provided with a flat screen monitor with low reflective properties to reduce glare  Staff and young people are encouraged to rotate their tasks to prevent lengthy periods of work in front of the screen.  PLEASE ALSO REFER TO HEALTH AND SAFETY POLICY | Management to routinely check the chair is in working order.  All new staff are to complete a display screen questionnaire in order to minimize risk and update staff of their individual need. |  |  |  |
| Lone working | Permanent staff/ agency/temporary staff working alone may be at increased risk if they fall ill or have an accident when alone on the premises and no none else is there to raise the alarm | CCTV is in place at all units whereby more than one young person resides.  Management have CCTV on their work smart phone of all the units  Management contact each unit several times throughout the day. If there is no communication with staff on shift, the alarm will be raised and management will make their way to the unit and contact the young people by phone in the meantime  Managers have the personal mobile numbers of each staff member stored on their work phone  PLEASE ALSO REFER TO LONE WORKING POLICY | Discussion with MD regarding a mobile phone needed at each unit |  |  |  |
| Manual Handling | Permanent staff/ agency/temporary staff and young people  Risk of muscle or back strain as a result of poor manual handling technique | All staff undergo basic manual handling instructions as part of their documented induction training when they join the company.  Young people are not authorised to move heavier goods.  PLEASE ALSO REFER TO MANUAL HANDLING/HEALTH AND SAFETY POLICY | Ensure young people and staff are aware that they are not permitted to move heavier goods by reiterating at resident meetings |  |  |  |

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| Violence and aggression | Young people / Permanent staff/ agency/temporary staff | Staff on shift to follow policies in place to support violence and aggression  Staff to contact the manager on duty immediately (manager on call at all times)  Staff to contact the emergency services ( 999) f there is an immediate threat to themselves or another young person in placement  Management to regularly check the cameras on their work smart phone  PLEASE ALSO REFER TO VIOLENCE AND AGGRESSION/RESTRAINT/SAFEGUARDING POLICY | Discussion with MD regarding a mobile phone needed at each unit |  | ---------- | ---------- |
| Working at height | Young people and staff may be injured if they fall from a height | Staff and young people are instructed not to carry out tasks which involves working at height. Such as using ladders etc Staff are to report maintenance issues to management immediately. Young people are to report maintenance issues to staff on shift at the time.  PLEASE ALSO REFER TO HEALTH AND SAFETY POLICY | Reiterate the information at team /resident meetings. Health and safety policy is made available to staff at induction. Young people advised on health and safety in relation to Working at height at induction. |  |  |  |
| Hazardous substances  (COSH) | Young people / Permanent staff/ agency/temporary staff | Protective equipment provided and used as required  Employees/young people instructed to use only use substances that are in their original containers and clearly identified  Employees/young people instructed not to decant any hazardous substances into unlabelled containers  Employees/young people instructed that the hazards from these products are the same as those used at home and to follow the user instructions on the containers  Employees return any hazardous substances back to the correct storage area after use ( lockable cupboard)  Employees/young people instructed to store aerosols out of direct sunlight and away from sources of ignition  Staff are advised to dispose of any unlabelled substances if present upon the premises  PLEASE ALSO REFER TO HAZARDOUS SUBSTANCES/HEALTH AND SAFETY POLICY | PPE provided to staff and young people at all units / Young people inducted by staff  Only supermarket cleaning products are purchased across all sites.  Young people to be supervised when cleaning. Employees responsibility to return substances back to the lockable cupboard.  Regular room checks are carried out to minimize risk |  |  |  |
| Electrical | Young people / Permanent staff/ agency/temporary staff | Staff are trained to spot and report to management any defective plugs, discoloured sockets, damaged cables, on/ off switches and to take any defective equipment out of use immediately  Access to the distribution board is kept clear at all times and staff know the location know how to turn off supply in an emergency  The mains electrical installation is tested and inspected by a qualified and competent electrician every five year  The main socket outlets and lighting circuits are protected by RCD trip device  A competent person conducts PAT testing periodically  PLEASE ALSO REFER TO HEALTH AND SAFETY POLICY | New staff to be inducted/and  Staff to access Health and safety online training through Business safe portal  PAT testing booking to be made |  |  |  |
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The Health and Safety risk assessment is reviewed on a monthly basis across all Sydney Care sites

The next review date is due on ……………………………………….if there are changes in legislation this Health and Safety policy will be reviewed in line with changes.