

Vernon House Risk Assessment

		<i>Likelihood</i>		
		1 Unlikely	2 Likely	3 Highly likely
<i>Severity</i>	1 No or little harm	Low	Medium	Medium
	2 Moderate harm	Medium	Medium	High
	3 Severe harm	Medium	High	High

The different levels of risk and action to be taken are set out below:

Risk level	Definition and action
Low	A low risk activity is one which is extremely unlikely to cause harm and/or would result in trivial or no injury/illness. The risk is of such a low level that there is no need for controlling action. Monitoring is required to ensure that the risk remains low.
Medium	A risk reduced to a manageable level that is reasonably practicable and is subject to regular monitoring and reviews. Where the moderate risk is associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.
High	A high risk activity is one which is very likely to cause harm and/or which may cause death or serious illness/injury. The risk requires the immediate implementation of management control to reduce the risk level to either medium or low. Work should not be started or continued until the risk has been reduced. If it is not possible to reduce risk with unlimited resources, work has to remain prohibited.

Exterior footpaths, steps and fire exit area. SALLY HAVE LEFT CAR PARK AS PARKING IS ON ROADSIDE AND IS IT THE RESPONSIBILITY OF YORK CC? I KNOW THERE ARE SOME SPACES NEAR VH BUT IT SEEMS TO BE USED BY BUNGALOW RESIDENTS

Hazard	Risk level	Hazard details and control measures
Tripping and falling - inadequate lighting	Low	Exit can be dark late at night and during winter months when users and visitors are entering and leaving the building. External lighting on building comes on automatically.
Tripping and falling - surface ice/snow	High	All areas can be slippery in icy conditions. Warning notice inside hall.

Entrance Area

Hazard	Risk level	Hazard details and control measures
Slipping on wet floor	Low	Tiled floor in entrance can become slippery in wet weather as users access the building. Internal mat absorbs water from wet footwear.
Tripping and falling on mat	Low	Mat used to absorb wet footwear could become loose. Rubber-backed non-slip mat in hallway regularly checked for wear and tear.

Lounge/Social Area

Hazard	Risk level	Hazard details and control measures
Incorrect moving of heavy items/furniture	Low	Users/Caretaker could injure themselves moving tables and chairs. Signage indicating tables should be moved one at a time and indicating heavy item.
Electric shock from appliances	Low	A variety of appliances are available for general use by VH users, these could develop a fault at any time. Users could bring their own unsafe appliances into the building. Annual PAT testing ensures equipment provided by VH is safe; users are advised against using their own equipment unless it has been tested.
Slipping on wet floors in entrance hall, toilets and kitchen	Low	Floors are washed when no users in building. Wet floor signs used to indicate hazard.

Fire exits blocked	Low	Users informed of fire prevention policy. All exits clearly marked. External areas kept free of obstructions.
Fire equipment not working	Low	Annual inspection ensures good working order.
Kitchen area		
Hazard	Risk level	Hazard details and control measures
Sharp implements	Low	Knives kept in high drawer.
Cleaning materials	Low	All hazardous materials are kept out of the kitchen (in locked cupboard)
Dangling leads	Low	All appliances close to electrical sockets.
Slipping on wet floors	Low	Non-slip flooring in kitchen area. Floors washed when users not present. Wet floor signs.
Toilets (all)		
Hazard	Risk level	Hazard details and control measures
Slipping on wet floor	Low	Wet floor signs during cleaning.
Cleaning materials	Low	No hazardous materials left in toilets, locked away with other hazardous materials.
Maintenance/Other		
Hazard	Risk level	Hazard details and control measures
Electric shock from equipment	Low	Regular PAT testing of Vernon House equipment.

Using hazardous cleaning materials	Low	Materials kept in locked cupboard for use by Caretaker only.
Incorrect moving of heavy items	Low	Caretaker aware of rules regarding moving equipment and should seek help for any heavy items.
Store rooms		
Hazard	Risk level	Hazard details and control
Badly stacked equipment	Medium	Storage areas designated and signage for users to return equipment safely. Regular checks by Caretaker to ensure items are returned properly.
Boiler room/Cleaning cupboard		
Hazard	Risk level	Hazard details and control measures
Inflammable items stored near combustion source	Low	Hazardous cleaning materials locked in separate cupboard.
Caretaker and PC Council Lone Working		
Lone working	Low	Caretaker to inform Sally or Kim when working alone.