

# Coldwell

## Group Accommodation – Risk Assessment



PART A: ASSESSMENT DETAILS			
Establishment:	Coldwell	Names of Persons Undertaking Assessment:	Claire Ansell
Location:	Group Accommodation	Signatures:	
Chairperson:	Gordon Salthouse	Date of Assessment:	November 2010
Signature:		Review Date:	November 2011

PART B: RISK RATING/LEVEL ESTIMATION GUIDANCE			
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<b>Likelihood:</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">1</td><td style="text-align: center;">Improbable</td></tr> <tr><td style="text-align: center;">2</td><td style="text-align: center;">Unlikely</td></tr> <tr><td style="text-align: center;">3</td><td style="text-align: center;">Even Chance</td></tr> <tr><td style="text-align: center;">4</td><td style="text-align: center;">Likely</td></tr> <tr><td style="text-align: center;">5</td><td style="text-align: center;">Almost Certain</td></tr> </table>	1	Improbable	2	Unlikely	3	Even Chance	4	Likely	5	Almost Certain	<b>Severity:</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">1</td><td style="text-align: center;">No or trivial injury/illness</td></tr> <tr><td style="text-align: center;">2</td><td style="text-align: center;">Minor Injury/Illness</td></tr> <tr><td style="text-align: center;">3</td><td style="text-align: center;">3+ Days Lost Time Injury/Illness</td></tr> <tr><td style="text-align: center;">4</td><td style="text-align: center;">Major Injury/Severe Incapacity</td></tr> <tr><td style="text-align: center;">5</td><td style="text-align: center;">Death(s)</td></tr> </table>	1	No or trivial injury/illness	2	Minor Injury/Illness	3	3+ Days Lost Time Injury/Illness	4	Major Injury/Severe Incapacity	5	Death(s)	<b>Risk Level Matrix:</b> <table style="display: inline-table; vertical-align: middle;"> <tr><td style="text-align: center;">5</td><td style="text-align: center;">5</td><td style="text-align: center;">10</td><td style="text-align: center;">15</td><td style="text-align: center;">20</td><td style="text-align: center;">25</td></tr> <tr><td style="text-align: center;">4</td><td style="text-align: center;">4</td><td style="text-align: center;">8</td><td style="text-align: center;">12</td><td style="text-align: center;">16</td><td style="text-align: center;">20</td></tr> <tr><td style="text-align: center;">3</td><td style="text-align: center;">3</td><td style="text-align: center;">6</td><td style="text-align: center;">9</td><td style="text-align: center;">12</td><td style="text-align: center;">15</td></tr> <tr><td style="text-align: center;">2</td><td style="text-align: center;">2</td><td style="text-align: center;">4</td><td style="text-align: center;">6</td><td style="text-align: center;">8</td><td style="text-align: center;">10</td></tr> <tr><td style="text-align: center;">1</td><td style="text-align: center;">1</td><td style="text-align: center;">2</td><td style="text-align: center;">3</td><td style="text-align: center;">4</td><td style="text-align: center;">5</td></tr> </table>	5	5	10	15	20	25	4	4	8	12	16	20	3	3	6	9	12	15	2	2	4	6	8	10	1	1	2	3	4	5	<b>Key</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="background-color: #cccccc;"></td><td style="text-align: center;">Insignificant</td></tr> <tr><td style="background-color: #e0e0e0;"></td><td style="text-align: center;">Low</td></tr> <tr><td style="background-color: #d0d0d0;"></td><td style="text-align: center;">Moderate</td></tr> <tr><td style="background-color: #b0b0b0;"></td><td style="text-align: center;">High</td></tr> <tr><td style="background-color: #808080;"></td><td style="text-align: center;">Intolerable</td></tr> </table>		Insignificant		Low		Moderate		High		Intolerable
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**Within the Centre there are a variety of normal 'hazards' associated with home living, e.g. electrical sockets, hot water, hot radiators, kitchen knives, trip & falling hazards on stairs and security issues. These are considered to be part of everyday life and have not been included in this document.**

Hazard/Task/Activity	Type of Harm	Who might be harmed	Pre-Control Risk Rating	Existing Controls	Additional Controls/Comment	Post-Control Risk Rating
<b>Group Stairs and Bedrooms</b>						
Bunk Beds	Bumps/bruises falling	Visitors	3 x 2 = 6	Adequate pre-briefing.	Care should be taken when using bunk beds. When in the bottom bunk there is a danger of bumping your head on the frame above. The top bunk is some 4ft above floor level and requires the use of a ladder.	1 x 2 = 2
Wheelchair Users	Difficulty in opening/closing lift door	Wheelchair users & guests with limited mobility	2 x 2 = 4	Adequate pre-briefing.	There is a lift to the first floor. The wheelchair user may require assistance from able bodied companions to physically enter and leave the lift	1 x 2 = 2

Hazard/ Task/Activity	Type of Harm	Who might be harmed	Pre-Control Risk Rating	Existing Controls	Additional Controls/ Comment	Post-Control Risk Rating
Hospital Bed	Trips/bumps	Visitors	2 x 2 = 4	Adequate pre-briefing	There is a moveable hospital bed in room 11. The bed features a removable side rail. This is usually stored behind the bedhead when the bed is not actually in use but could become a trip hazard if moved. Care should be taken when attaching the side rails to the bed to avoid the possibility of trapped fingers.	1 x 2 = 2
Bedroom 4 Emergency Escape Route	Fire	Visitors	2 x 5 = 10	Adequate pre-briefing	There is an emergency fire exit from this room with a push bar leading directly to the outside of the building via a flight of stone steps. A direct line of escape must be maintained at all times between the bedroom door and the emergency exit door. It is preferable that a leader should occupy this room.	1 x 5 = 5
Bedroom 7	Bumping head	Staff & visitors	2 x 2 = 4	Adequate pre-briefing.	There is a sloping ceiling with low beams above the beds. The room is laid out to try & ensure that occupants are less likely to be walking in the vicinity of the low beam. Occupiers of the room should, however be aware of the potential hazard.	1 x 2 = 2
Bedroom 11	Bumping head	Staff & visitors	2 x 2 = 4	Adequate pre-briefing.	There is a sloping ceiling with low beams in the en suite shower room. The room is laid out to try & ensure that occupants are less likely to be walking in the vicinity of the low beam. Occupiers of the room should, however be aware of the potential hazard.	1 x 2 = 2

### Games Room

Table Football Table	Lifting injuries/ trapping fingers	Staff & visitors	2 x 2 = 4	Adequate pre-briefing.	The ball will become lodged inside the machine if the wrong sized ball is used (i.e. a pool ball). The ball(s) can be retrieved by lifting the top of the machine by the handles from the (redundant) 'money slot' side. Care should be taken to ensure that no fingers are trapped during this process and that the person who does the lifting can manage the weight satisfactorily.	1 x 2 = 2
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### Showers/Toilets

Ground Floor (Disabled)	Electric shocks	Staff & visitors	1 x 4 = 4	Adequate pre-briefing.	There is a wall mounted electric hair drier for use of visitors. Although it is designed for use in bathrooms we would recommend that it should not be used with wet hands.	1 x 4 = 4
Ground Floor (Disabled)	Lifting injuries	Visitors	2 x 3 = 6	Adequate pre-briefing	There is a changing bed and shower chair for the use of visitors. The use of these facilities requires specialist manual handling and lifting techniques and should only be attempted by persons with formal training.	1 x 3 = 3
Showers generally	Scalding/tripping/bumping head	Visitors	2 x 2 = 4	Adequate pre-briefing	All showers are gravity fed and water is supplied from storage tanks. The hot water can get very hot and care should be taken when setting the temperature to ensure that it is set to a comfortable level before use. The shower rooms all incorporate non slip flooring. The upstairs showers, however, all incorporate a step up from the level of the bathroom floor. Care should be taken not to trip whilst entering the shower. The frame of the door to the shower cubicles has a bar running along its top. Tall people should take care not to bump their head on this bar.	1 x 2 = 2

### PART D: ACTION PLAN

No.	Action Required	Action By	Risk Priority	Projected Time-scale	Date Completed	Notes/Comments
	No action required	N/A	N/A	N/A	N/A	N/A

***The entire building will be checked by Coldwell Staff prior to the arrival of each group. Please inform us of any additional hazards you may find***