

Risk Assessment for Clarewood Neath Foyer

<u>Ref</u>	<u>Hazard</u>	<u>Who's at risk?</u>	<u>Controls already in place by the organisation</u>	<u>Controls that could be in place</u> (if something else was to happen)	<u>Risk</u>	<u>Action by whom</u>	<u>Action by when</u>
1. Accompanying clients to appointments or activities	Aggression or violence to staff, client and public	Staff, client and public	- Personal safety and de-escalation training - Risk assessment for each client - Mobile phone or skyguard device for emergencies	- Two staff to be present always - Only accompany one young person at a time	M	Staff	Ongoing
2. lone working	Aggression, abuse, injury, stress, challenging behaviour	Staff	- Refer to lone working policy & procedure - Specialist training – drug and alcohol awareness - Refer to client's personal risk assessment - Familiarise yourself with background and triggers of each client - On call service available - Handovers	- Face to face handover on every shift change - Highlight important information if any incidents occurred - Review client's RA and update when appropriate	M	Staff	Ongoing

3. entering client's room alone when no response after three knocks	Unresponsive client of visitor, aggression or challenging behaviour from client or visitor	Staff	• Refer to lone working policy • Refer to clients RA • Do not attempt to wake client physically until you are sure they are not just asleep • First aid procedure • Wellbeing check procedure • Do not challenge clients in their room, speak to clients privately and safely once the situation has calmed • Call Emergency services if needed	• Support network available to staff after major incidents	H	Staff	Ongoing
4. building	Inside building and outside	Staff, clients and visitors	• Check building and outside of building for possible hazards at the start and end of shift • Staff and clients to be made aware of any hazards identified during checks • First aid kit available and fully stocked • Remove hazard if possible • Report any hazards to manager	• Manager to respond within a reasonable time	L	Staff	Ongoing
5. Kitchen area	Knives and sharp objects on display or in draws, also when cooking, using hob or oven, hot drinks, food	Staff, clients and visitors	• Clients to be supervised at all times • Safety when using appliances • Staff must have food hygiene certificate • Enough space for each client to prepare safely • Staff must be first aid trained	• New lay out of kitchen to provide better preparation area for clients	M	Staff, Clients and visitors	Ongoing

	poisoning and event of a fire		• Suitable protection such as oven gloves • Staff to hold fire marshal certificate				
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