**GENERIC RISK ASSESSMENT –**  **Area/Room: Accessible Toilet  *NEXT to unit 10 (required staff key)***

**SETTING:** Unit 21 Basepoint **LOCATION:** Weymouth

**DATE:** 01 Dec 2023 **TIME:** 14:00

**LEADER:** Iain Woodbridge **STAFF INVOLVED**: To be shared with all staff

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| **GENERIC RISK ASSESSMENT**. Which other risk assessment(s) have you referred to?  **Building Risk Assessment, Emergency Evacuation Risk Assessment –**  **please note: we positively support children (who choose to) to access experiences indoors and out, barefoot**  |
| **PROMPT**    | **HAZARD**   | **WHO**     | **CONTROL MEASURE**    | **Checklist** D= Daily W = weekly M = Monthly  |
| Safeguarding  | Centre protocols, policies and procedures being breached  Visitors or unauthorised adults  Vulnerable adults – falls, medical needs  | Children / Parents / Users / Staff / Visitors  | Staff to escort young people to the toilet and backstaff vigilance, signage No lone working Door is able to be unlocked from the outside  | D  |
| Doors / Locks /stairs  | Trapped fingers / feet  | Adults  | Doors are sound Building Risk Assessment (Held with Basepoint) | D  |
| Locks failing and adults being locked in / out  | Dynamic assessments Door is able to be unlocked from the outside  | D  |
| Falling on stairs | First Aid Kit and a first aid trained member of staff to be available at all times in day care Stairs access roped off if required | D  |
| Accessibility for wheelchair/crutch users and those using other physical aides  | Access is gained by flat thoroughfare and a large accessible toilet is available for those that cannot access the smaller toilet offsite | A  |
| Evacuation   | Fire | Children / Parents / Users / Staff  | See FIRE Risk Assessment updated annually  | A  |

 Continue on page 3 if necessary

Signed: . . . . . . . . . . . . . . . . . Print Name: . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .Date: . . . . . . . . . . . . . . . . . . .

Person completing the form

**ALTERNATIVE ACTIVITIES, PLAN B** – What are your arrangements if your planned activities or visit cannot proceed as anticipated due to a change in circumstances such as severe weather, illness or other significant environmental or other factor(s):

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| --- | --- | --- | --- | --- |
|  **HAZARD**  |  **WHO IS AT** **RISK?**  | **CONTROL MEASURES**  | **WHAT FURTHER ACTION IS NEEDED?**  | **TICK IF** **ALL IN** **PLACE**  |
|  , Insufficient Staff etc     |  All  |  Business Continuity Plans Other centre staff availability to support session  |    |   |

**ON-GOING RISK ASSESSMENT**. Remember to assess the risks during the activity, many factors can change. Have an alternative activity (plan B) available and risk assessed in case it is needed (see above). Do not hesitate to alter or abandon the activity if the risks on the day become unacceptable.

 *1. Use alternative toileting facilities 2. Use alternative premises*

**EMERGENCY PLANNING**. What are your arrangements for dealing with an accident or serious incident?

 *Centre Reporting Systems and through policies and procedures in place*

**SHARING RISK ASSESSMENT INFORMATION**. How will you share risk assessment information with staff and others involved?:

# Risk Assessment checklists displayed in the room for staff to complete. RA shared with day care staff and feedback requested

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| **PROMPT**    | **HAZARD**   | **WHO**     | **CONTROL MEASURE**    | **Checklist** D= Daily W = weekly M = Monthly  |
| Water    | Slips, trips and falls  | Children and Adults  | Spillages to be cleaned in a timely manner Accident policy and procedure in place First Aid Kit and a first aid trained member of staff to be available at all times  | D  D   D  |
| Children playing in/with water in toilets / sinks  | Staff vigilance, modelling and supporting understanding  |
| Health & Hygiene    | Handling of reptiles – Cross contamination, illness  | Children / Adults  | Use of hot water and soap onsite the unit and/or alcohol gel SEE HANDLING REPTILE RISK ASSESSMENT | D  |
| Cleanliness – Resources, Cleaning products / fluids  |   | Protocols to be followed at all times Area to be kept clean and hygienic Resources to be stocked and available Cleaning resources stored appropriately   | D D D D   |
| Bins  | Hygiene  | Staff  | Bins emptied regularly  |  D  |