

RISK ASSESSMENT: Use of the Inca Suite

Completed by: Operations Team

Date: January 2025

Review Date: January 2026



What is the Hazard?	Who may be harmed?	How might people be harmed?	Risk Rating			Control Measures in Place	Remaining Risk		
			Probability	Severity	Risk		Probability	Severity	Risk
Slips, Trips and Falls	Staff Visitors	Bruises, cuts, grazes, broken bones, sprains	3	3	9	<ul style="list-style-type: none"> Exit route from the building is lit with emergency lighting which remains lit in the event of power failure. Commercial grade non-slip flooring or carpets in building. Ensure that all worn, curled or frayed edges on carpets are repaired or replaced as soon as practical Access to a mop, bucket and suitable equipment, for visitors to clean up any wet slip hazard areas. All staff & visitors to ensure that exit and passageways are kept clear at all times 	1	3	3
Fire	Staff Visitors	Smoke inhalation or burns, possible death.	4	5	20	<ul style="list-style-type: none"> Yearly PAT testing of electrical equipment. Fire extinguishers provided. Fire Doors fitted throughout to prevent spread of fire. Annual Gas Safety checks carried out. Site-wide fire risk assessment carried out bi-annually by external professional organisation. Actions raised acted upon asap. Fixed wire electrical supply test carried out every 5 years 	1	5	5

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Failure to exit buildings in the event of an emergency evacuation	Staff Visitors	Hazards associated with fire including burns and smoke inhalation. Danger of Death	2	5	10	<ul style="list-style-type: none"> • Fire Alarm installed, linked to neighbouring building and system alerts Duty Manager. Alarm is serviced annually by external fire safety organisation, and checked weekly by Ferny Crofts staff. • Clear evacuation process and clearly marked escape route. • Fire exit is fitted with emergency push bar, with door opening outwards. • All exit routes are adequately lit with emergency lighting which illuminates in the event of power loss. • Bedroom windows fitted with latch to allow escape. • All staff & visitors to ensure that exit and passageways are kept clear at all times 	1	5	5
Legionella	Staff Visitors	Risk of Legionella infection	2	4	8	<ul style="list-style-type: none"> • All taps and shower heads descaled on a monthly basis. • All taps flushed for 2 minutes on a weekly basis and results recorded • Legionella Risk Assessment carried out bi-annually by external qualified organisation. • Cold water tanks cleaned on a regular basis in accordance with the Legionella Risk Assessment detailed above. • Monthly checks carried out on water temperature 	1	4	4

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Gas Leaks	Staff Visitors	Nausea, dizziness and even unconsciousness, Risk of explosion causing injury or death from fire or flying debris	3	5	15	<ul style="list-style-type: none"> Annual gas safety checks carried out on all appliances. All gas equipment installed and maintained by accredited Gas Safe engineers. 	1	5	5
Electrical Supply and Electrical Appliances	Staff Visitors	Electrocution, burns, fire or death caused by faulty insulation or overloading of sockets	3	5	15	<ul style="list-style-type: none"> All electrical works carried out by NICEIC accredited electricians. Electrical supply fixed wire testing carried out at least every 5 years by NICEIC accredited electricians. Yearly PAT testing of all electrical appliances in the building. Appliances immediately removed from use if any damage observed or reported. 	1	5	5

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Use of Chemicals	Staff Visitors	Burns and allergies caused by exposure to chemicals such as detergents, caustic or oven cleaners, soaps, chlorine based products and other cleaning agents.	3	3	9	<ul style="list-style-type: none"> • Cleaning chemicals supplied to customers are of low risk to health according to CoSHH risk assessment. • Cleaning chemicals provided in closed cupboard. Leaders of groups to ensure young people to not have access to this cupboard • Safety data checks are display inside the cleaning equipment cupboard. • Staff trained on CoSHH as part of cleaning induction. 	1	3	3

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Fall from bunk bed or furniture	Visitors Staff	Bruises, cuts, grazes, broken bones, sprains and concussion.	3	4	12	<ul style="list-style-type: none"> • Ensure that all beds have a guard-rail fitted on the top bunk to avoid accidental roll from the bed. • Ensure that all bunk beds, which stand away from the wall, have a guard-rail fitted. • All top bunks have a ladder securely fitted for access. • Beds checked regularly by Ferny Crofts staff during cleaning. • Leaders to ensure young people are not behaving in a way that can cause danger. • Bedroom furniture supplied and arranged in a manner that does not encourage young people to climb on it. 	1	4	4
Fall from, or through window	Visitors Staff	Bruises, cuts, grazes, broken bones, sprains and concussion	2	4	8	<ul style="list-style-type: none"> • Bedroom windows installed at regulation height with minimal external drop to floor. • Accommodation only on ground floor of building. • All windows are fitted to prevent windows opening fully without de-activating emergency window restrictor • Fitted glass is re-enforced type displaying 'kite-mark' to reduce risk of breakage or shattering. • Leaders to ensure young people are not behaving in a way that can cause danger. 	1	3	3

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Hot surfaces and Equipment	Visitors Staff	Burns and scalds from contact with hot surfaces.	4	3	12	<ul style="list-style-type: none"> Leaders to supervise young people around these items, especially in the kitchen. 	1	3	3
Scalding from Hot Water	Visitors Staff	Burns and scalds from hot water in taps and showers	4	3	12	<ul style="list-style-type: none"> Bathroom taps and shower are controlled by Thermostatic Mixing Valve (TMV) to prevent water becoming hot enough to burn or scald. Function of TMV checked on monthly basis by Ferny Crofts Staff. 'Caution Hot Water' signs displayed on all taps not fitted with TMV (Kitchen tap). Leaders to supervise young people using kitchen tap. 	1	3	3
Broken glass or crockery Inappropriate use and storage of knives and sharp utensils	Visitors Staff	Cuts, grazes and amputation of digits	4	2	8	<ul style="list-style-type: none"> Provision of safe storage of sharp utensils, eg knife block and drawers. Glasses, mugs and plates stored in low level cupboard to reduce risk of dropping through awkward lifting from height, and reduce risk of smashing if dropped from cupboard. Utensils and crockery checked by Ferny Crofts staff during each building cleaning process to ensure no chipped or broken items. 	2	2	4

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Level	Likelihood Factor	Severity Description
1	Very Unlikely	Insignificant – No injury or No First Aid required.
2	Unlikely	Minor – Minor injuries requiring first aid such as cuts, grazes, bruising.
3	Fairly Likely	Moderate – Injuries resulting in up to three days' absence from work.
4	Likely	Major – Injuries resulting in a week or more absence from work, for example broken bones, deep cut etc.
5	Very Likely	Catastrophic – Amputations or Death.

Remaining Risk Level	Description
1-5	Very low, minimal risk, control measures more than adequate
5-10	Low, control measures satisfactory
10-15	Medium, control measures adequate
15-20	High, control measures need further consideration
20-25	Very high, intolerable, stop Job