



Hazeldene House Risk Assessment for Contractors

Company: Graham Care Ltd **Task/ Operation:** Contractors working within home/grounds

Location: Hazeldene House **Ref No:** HH01

|  Significant Hazard | Who Might Be Harmed? |  How Is The Risk Controlled? | Risk Factor |
|---|---|---|--------------------|
| 1 Contractors leaving exit doors open during maintenance work. | Residents who could leave the building unescorted by staff or family. | Contractors are asked to sign in and out and report to manager to discuss task in hand and are made aware of health and safety risks to elderly residents with dementia. | 2 - 5 |
| 2 Machinery and equipment: trip/electrical hazard | Residents, staff and visitors to the home. | Contractors are instructed to keep all equipment/machinery tidy and unplugged when not in use. If they need to leave the work area then Manager must be informed to secure the area, eliminating any risk. | 2 - 5 |
| 3 Safety & Security – contractors not known/vetted by Manager. | Residents, staff or visitors to the home. | Manager will only engage reputable Contractors to carry out work. Any contractor wishing to enter on behalf of ALAWAY Ltd. will be advised to the manager by Site Forman prior to visit. | 2 - 5 |
| 4 Contractors carrying out work in resident private accommodation | Residents who may become distressed by people they do not know. | Staff will be appointed to escort contractor if they need to enter resident's private accommodation and will remain with them throughout the task to reassure and support them. | 2 - 5 |
| 5 Contractors leaving work area unfinished/unsafe | Residents, staff or visitors to the home. | Work involved and completion time will be discussed in advance with Manager who will make sure that risk assessment will continue through to completion and all areas will be left safe for use by residents, staff and visitors to the home. | 2 - 5 |

Risk Grading: 2 – 5 Low Priority – relatively minor nature. Could be scheduled into the normal annual maintenance or work programme, but nevertheless must be addressed.

Please refer to: RISK GRADING FOR INDIVIDUAL ITEMS – page 18 of Life Safety Risk Assessment carried out for Hazeldene House.

Risk Assessment carried out by: Lorraine Cousins, General Manager

Date carried out: 4th November 2012

Review Date: