

## HINCKLEY HOMELESS GROUP

### LAWRENCE HOUSE SUPPORTED ACCOMMODATION

#### Procedure for Carrying out a Risk Assessment of Premises and Services, including Fire Risk Assessment

A risk assessment of Lawrence House and related activities has been carried out and will be reviewed annually or as circumstances warrant. A separate Fire Risk Assessment has been carried out and will be reviewed annually.

Before making changes to the running of Lawrence House or carrying out new activities a risk assessment must be carried out before changes are made.

Risk assessments must be kept in the Risk Assessment Register.

Hazards, those affected, risk (possible harm), control measures in place and actions required must be identified and the risk calculated on the following basis:

Risk is the product of Likelihood and Severity. Risk level takes into account the control measures in place.

<b>Likelihood:</b>		<b>Severity:</b>		<b>Risk</b>	
Unlikely	1	Minor injury	1	1-2	Low
Likely	2	Major injury	2	3-4	Medium
Very likely	3	Fatal injury	3	6-9	High

If further actions are required these should be recorded in the risk assessment and dates agreed for completion.

Risk Assessments will be prepared by the Project Manager and approved by the Management Committee.

#### Resident Involvement in Risk Assessments.

Residents are encouraged to take part in risk assessments within Lawrence House as an opportunity for service user involvement.

The Fire Risk Assessment and the Annual Health & Safety Risk Assessment are carried out every 12 months and if possible one resident will accompany the Project Manager along with member(s) of the Management Committee undertaking these assessments and their input will be recorded and the document signed by the resident, Project Manager and member(s) of the Management Committee also.

A Health and Safety Walkround is completed every month and where possible at least one resident will accompany the member of staff undertaking this assessment and their input will be recorded and the document signed by the resident/s and member of staff.

#### Reporting Mechanisms

Risk Assessments are reviewed by the Project Manager and Management Committee as prepared and signed off. Any issues arising are addressed at that time (where relevant) or raised by the Project Manager in the Monthly Lawrence House Report to the Management Committee, under Health & Safety. Health & Safety is also reviewed weekly as a standard agenda item for Staff Meetings and Monthly as a standard Agenda item for both Management Committee Meetings and Resident Meetings.