

Activities Covered by this Assessment	Site Security	Reference:	URA09
Site Address / Location	1620s House & Garden	Department / Service / Team	Adult and Communities
Note: A person specific assessment must be carried out for young persons, disabled staff and new and expectant mothers conducting this activity			

Hazard (Something with a potential to cause harm)	Who might be Harmed & How?	Existing Controls (Consider Hierarchy of Control)	Initial Risk Rating (S x L)			Further Controls Required (Consider Hierarchy of Control)	Final Risk Rating (S x L)			Action Required		
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (--/--/--)	Done ?
Trespassers	Staff, visitors, contractors and unwanted or unexpected visitors. Injuries to people, premises and emergency service personnel dealing with an incident.	<ul style="list-style-type: none"> Ensure perimeter fencing is secure and maintained and in good condition. Ensure daily walk around inspections are carried out. Ensure all external gates are locked if possible. Volunteers and staff and contractors must sign in. Intruder alarms must be tested regularly and recorded. Emergency out of hours telephone contacts available. 	M	L	L							

Theft/Burglary	<p>Staff, visitors, contractors and unwanted or unexpected visitors.</p> <p>Personal Injuries (from cuts and bruises to bone fractures and fatality) damage to property leading to significant loss.</p>	<ul style="list-style-type: none"> Intruder alarms must be tested regularly, checked to be active, cover all access/exit points and details recorded. CCTV to be installed and info backed up for at least 60 days. Incidents reported immediately and investigate to prevent reoccurrence. 	M	L	L							
Unsecured doors, windows & rooflights or Secured with people still in the building	<p>Staff, visitors, contractors and unwanted or unexpected visitors.</p> <p>Personal Injuries (from cuts and bruises to bone fractures and fatality) damage to property leading to significant loss. Persons trying to leave or escape from the locked building.</p>	<ul style="list-style-type: none"> Ensure up to date maintenance has been carried out and any defects reported and taped off. Ensure access is restricted and that items cannot be climbed upon to aid entry through windows. Sweep of building by CLA or Supervisor to secure doors and windows at close of business. 	H	L	M							
General Premises	Staff, visitors,	<ul style="list-style-type: none"> Regular premises inspection 	H	L	M							

Condition	<p>contractors and unwanted or unexpected visitors.</p> <p>Lack of awareness of hazards such as asbestos and general premises maintenance such as legionella</p>	<p>conducted to identify and report any issues with the property.</p> <ul style="list-style-type: none">▪ Regular checks of asbestos on site conducted and recorded to monitor its condition.▪ Condition survey team to identify major works required and allocate funds for remedial works on a priority basis.▪ If major damage is noted, area cordoned off to prevent access to an area where safety is at risk. Efforts made to rectify problems immediately.▪ Further assessment to be conducted if a dangerous property issue arises.										
Lone staff, contractors or those working remote from other workers	<p>Staff and contractors could be unaccounted for, taken ill or at risk of harm due to health differences or in a remote or isolated location. They could be locked in and unable to exit safely.</p>	<ul style="list-style-type: none">▪ Opening and closing process documented and understood by those first in and last out▪ Sweep of the premises by security/premises officer to ensure building secured.▪ Sweep of building by CLA or Supervisor to secure doors and windows at close of business and to ensure everyone has left the premises and have driven off.▪ Team’s first aid needs	H	L	M							

		<p>assessment completed.</p> <ul style="list-style-type: none">▪ Emergency contact numbers easily identifiable and displayed in prominent locations.▪ Those who signed in contractors, ensure that they are signed out at close of business or a handover process is in place to sign them out.										
Violence and threatening behaviour	Staff may suffer assaults, threats and abuse from unwanted visitors or opportunists.	<ul style="list-style-type: none">▪ Staff trained not to resist a robbery.▪ CCTV installed and clearly visible, site CCTV notices in place.▪ All incidents are reported by staff / management into AssessNET, details reviewed and analysed to prevent future issues	H	L	M							

To add more rows to the risk assessment, place the cursor within the last row right click and select insert row below.

During this activity, what could go wrong resulting in an emergency situation?	Lack of awareness of the LCC services and provisions which are in place to prevent emergency situations arising. Managers to ensure that their teams are trained and that there are sufficient fire marshals, first aiders and mental health first aiders in place to cover all shifts.
How could this emergency situation be prevented / controlled?	Management must ensure that emergency preparedness is in place including adequate resources, co-operation between parties, induction, training, and supervision. Employees to co-operate with their employer's policies and procedures.

Who should respond to a potential emergency situation and how? Have staff been trained to respond to this emergency situation?	
Could any non – routine changes affect the safety arrangements in place for this activity? (E.g. weather, people, equipment etc.) What can be done?	Teams should be prepared for extreme weather conditions where loss of staff may occur.

Risk Assessor (s) Name(s):		Risk Assessor(s) Signature (S):		
	Genna Bowley			
Authorised By:	Liz Esnouf	Authoriser Signature:		
Date Conducted:	28 November 2024	Date Review Due	Date of Review	Initial
		28 November 2025	18 March 2025	

Potential Severity of Harm	High Death, paralysis, long term serious ill health.	Medium	High	High
	Medium An injury requiring further medical assistance or is a RIDDOR incident.	Low	Medium	High
	Low Minor injuries not resulting in any first aid or absence from work.	Low	Low	Medium

	Low The event is unlikely to happen.	Medium It is fairly likely to happen.	High It is likely to happen.
	Likelihood of Harm Occurring		

Risk Rating Definitions	
Low	This is an acceptable level of risk. No further controls are required as the risk rating cannot be reduced any further. However, it is advised that continual monitoring occurs in order to ensure that no changes / deviation of control measures occur.
Medium	It is advised that further controls are implemented to reduce the risk rating to as low a level as possible. If the risk cannot be reduced to lower than a medium, then on site monitoring should occur to ensure that all stipulated controls are being adhered to.
High	This is an unacceptable risk rating. Urgent interim controls should be implemented to reduce the risk so far as is reasonably practicable. If the risk rating cannot be reduced to lower than a High , then a documented safe system of work should be implemented to control the activity. It may be necessary to seek further professional advice. Serious considerations should be given to the validity of carrying out the activity at all. Regular monitoring of the activity should occur.