**APPENDIX 9**

**For guidance on how to determine the Risk score, please see the Risk Assessment Tool below**

**The generic Risk Assessment Form and Risk Scoring tool is attached in this appendix. Please use the Guidance Questions and the Premises Risk Assessment Checklist here to help to complete the Risk Assessment form and to work out the scoring.**

**Risk Assessment Tool (9a)**

**Step 1:**

**Determine the Likelihood (L) – what is the likelihood of harm occurring?**

|  |  |
| --- | --- |
| **Likelihood Score** | **Description** |
| **Rare (1)** | This will probably never occur (once every few years) |
| **Unlikely (2)** | Do not expect this to occur (once in a year) |
| **Possible (3)** | May occur occasionally (one or two times a year) |
| **Likely (4)** | Will probably occur, but not a persistent issue (one two times a quarter) |
| **Almost Certain (5)** | Will undoubtedly occur frequently (daily/weekly occurrence) |

**Step 2:**

**Determine the Consequence (C) – what is the consequence of the harm occurring?**

Choose the domain. This will be either the harm to the individual or to the service/organization. Then choose the most appropriate consequence based on the information known at the time.

|  |  |  |
| --- | --- | --- |
|  |   | **Domain** |
|   |   | **Harm to person** | **Harm to Service/Organization** |
| **Consequence Score and Definitions** | **No Harm (1)** | * No harm/negligible (e.g. bruise/graze)
* No time off work
 | * Loss of service <8hrs
* Financial loss <£1,000
* No publicity
 |
| **Minor (2)** | * Minor treatment required (e.g. First Aid)
* Time off work <7 days
 | * Loss of service >8hrs
* Financial loss £1,000-£5,000
* Media enquiries
 |
| **Moderate (3)** | * Short term harm (e.g. fracture/ serious burn)
* Time off work >7 days
* RIDDOR reportable (specified injury, lost time incident, disease)
* Reportable safeguarding incident

  | * Loss of service > 1 day
* Financial loss £5,000-£10,000
* Local media coverage
* RIDDOR reportable (dangerous occurrence)
* Reportable incident to external regulator (e.g. CQC, HCA, OFSTED)
 |
| **Severe (4)** | * Long term/permanent harm: permanent lessening of bodily function (e.g. loss of limb)
 | * Loss of service > 1 week
* Financial loss £10,000-£100,000
* National media coverage <3 days
* Service closed by regulator
 |
| **Catastrophic (5)** | * Death as a direct result of the incident

  | * Permanent loss of service
* Financial loss >£100,000
* National media coverage >3days
* Prosecution
 |

**Step3: Calculate the risk score –Risk score (RS) = Likelihood (L) x Consequence (C)**

Using the scores that you got in steps 1 and 2, use the table below to determine the risk score

|  |  |  |
| --- | --- | --- |
|  |  | **Consequence (C)** |
|  |  | **No Harm****(1)** | **Minor****(2)** | **Moderate****(3)** | **Severe****(4)** | **Catastrophic (5)** |
| **Likelihood (L)** | **Rare (1)** | 1 | 2 | 3 | 4 | 5 |
| **Unlikely (2)** | 2 | 4 | 6 | 8 | 10 |
| **Possible (3)** | 3 | 6 | 9 | 12 | 15 |
| **Likely (4)** | 4 | 8 | 12 | 16 | 20 |
| **Almost Certain (5)** | 5 | 10 | 15 | 20 | 25 |

The Risk Score (RS) indicates the level of risk Example: If a risk was unlikely/severe, the risk score would be:

**1-6 = green** Unlikely (2) x Severe (4) = 8

**7-15 = amber** This example would be an amber risk

**16-20 = red**

**General Risk Assessment Form (9b)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Risk ID | What are the Hazards? | Who is affected? | Likelihood (L) 1-5 | Consequence (C) 1-5 | Overall Risk Score (LxC) 1-25 | Risk Rating (Red, Amber or Green) | Existing Control Measures in place | Actions needed (by whom) | Review date due |
|  |  |  |  |  |  |  |  |  |  |
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|  |  |
| --- | --- |
| Date of visit and risk assessment  |  |
| Name of person whose property is visited and their date of birth |  |
| Address and contact details |  |
| Type of dwelling e.g. freeholder or leaseholder, tenant (include name of landlord) |  |
| Names of household members and dates of birth  |  |
| Pets – number and type |  |
| Agencies currently involved - statutory and non-statutory |  |
| Name and signature of person carrying out the Risk Assessment and date |  |
| Their employer/organisation name and contact details |  |
| Signature of person whose premises are the subject of the risk assessment and date |  |

**Risk Assessment (9c)**

**Guidance Questions to ask the person when assessing risk at their property:**

You may need to adapt questions to suit the person and sensitivity of the situation.

* How do you get in and out of your property?
* How safe do you feel living here?
* Does anyone else live here?
* Do you have regular visitors? children/grandchildren
* How is there health?
* Are they taking any medicines? what for
* Any mobility issues? Any mobility aids they should be using but can’t because of access issues?
* Have you ever had an accident, slipped, tripped up or fallen? How did it happen? How have you made your home safer to prevent this from happening again?
* (Where the floor is uneven or covered, or there are exposed wires, damp, rot, or other hazards): How do move safely around your home?
* Has a fire ever started by accident? How did it start? What happened?
* How do you get hot water, lighting, heating in here? Do these services work properly? Have they ever been tested?
* Do you ever use candles or an open flame to heat and light here or cook with camping gas?
* How do you manage to keep yourself warm? Especially in winter?
* When did you last go out in your garden? How safe do you feel to go out there? If not, why not?
* Are you worried about other people getting in to your garden to try and break-in? How worried are you? Has this ever happened?
* Are you worried about mice, rats or foxes, or other pests? Do you leave food out for them?
* Have you ever seen mice or rats in your home? Whereabouts? Have they eaten any of your food? Have you seen them upstairs?
* Can you prepare food, cook and wash up in your kitchen? How do you manage?
* Do you use your fridge? Can I have look in it? How do you keep things cold in the hot weather?
* How do you keep yourself clean? Can I see your bathroom? Are you able to use your bathroom and use the toilet ok? Do you wash, bath or shower?
* Where do you sleep? Can you show me where you sleep? Can I see your upstairs rooms? (If there are any): Are the stairs safe to walk up?
* What do you do with your dirty washing?
* Are you able to change your bed linen regularly? When did you last change them?
* How do you keep yourself warm at night? Have you got extra coverings to put on your bed if you are cold?
* Are there any broken windows in your home? Any repairs that need to be done?
* Do you find it difficult to use some of your rooms because of the number of possessions you have? If so, which rooms?
* How do you feel about discarding things? How difficult or easy is it to discard thing, or recycle, sell, give away?

**Appendix (9d)**

**Risk Assessment checklist**

|  |  |
| --- | --- |
| **Premises Risk Assessment Checklist** | Tick and notes |
| **1. Fire Service** | * Are there working smoke alarms? How many and where?
* Is the cooking area clean and free from clutter?
* Is the area around the fire/heater free from clutter?
* Are candles being used?
* Evidence of inappropriate use and/or overloading of electrical extension cables?
* Are exit routes, hallways and stairs blocked or difficult to pass due to the clutter?
 |  |
| **2. Property structure, services & garden area****3. Household Functions**  | * Limited access to the property due to extreme clutter
* Garden not accessible and extensively overgrown
* Services not connected or not functioning properly
* Concern with the integrity of the electrics
* Property lacks ventilation due to clutter
* Unsafe storage with risk of toppling or breakage causing personal injury
* Evidence of structural damage or outstanding repairs, or damp, with risk of excessive loads on the upstairs floors or loft space
* Interior doors missing or blocked open
* Evidence of indoor items stored outside
* Evidence of outdoor items being stored inside
* Property is not maintained within terms of lease or tenancy agreement where applicable
* Clutter is preventing the use of rooms for their intended purpose
* Inconsistent levels of housekeeping throughout the property
* Room(s) scores 4 - 9 on the clutter image scale
* Rooms not used for intended purposes or very limited
* Beds inaccessible or unusable due to clutter or infestation
* Toilets, sinks not functioning or not in use
* Household appliances are not functioning or inaccessible
* Broken household items not discarded e.g. broken glass or plates
* Evidence of outdoor clutter being stored indoors
* Concern for declining mental health
* Person at risk due to living environment
 |  |
| **4. Health and Safety**  | * Kitchen and bathroom are not kept clean, human urine and or excrement may be present
* Evidence of insect infestation (bed bugs, lice, fleas, cockroaches, ants, etc.)
* Evidence may be seen of unclean, unused and or buried plates, dishes, pots and pans etc.
* Inappropriate quantities or storage of medication.
* Concern for declining mental health
 |  |
| **5.Safeguarding of Children & Family members**  | * Family members also living at property

Hoarding scale 4-9 requires a Safeguarding referral to the adult and children teams as appropriate |  |
| **6. Animals**  | * Pets at the property are not well cared for
* Animals at the property at risk due the level of clutter in the property
* Person is not unable to control the animals
* Animal living area is not maintained and smells
* Animals appear to be under nourished or over fed
 |  |
| **7. Environmental Health**Environmental Health has a duty to serve a legal notice(s) under some circumstances.If the answer to Q1 is ‘yes’ and there are one or more answers ‘yes’ to Q2, then refer to Environmental Health | Q1. Would formal intervention by Environmental Health be helpful at this stage?Q2. Are there:* Materials at the property likely to attract rats or mice i.e. food left over night or items they could nest in?
* Spider webs in property
* Does the property have a strong odour that materially affects neighbouring properties?
* Is the property filthy? (human or animal excrement)
* Is the property rented and in disrepair? Could works be done in the ‘clutter’?
* Is the property in disrepair and affecting neighboring properties i.e. damp, drainage, structural damage?
 |  |