

# Home Safety Risk Assessment

When work is conducted in a home, the home is considered a workplace. It is important that the person receiving care or assistance in the home and the workers undertaking work, consult with one another and take reasonably practicable steps to make sure it is a safe working environment. This risk assessment can be used to identify and control common health and safety risks in the home environment.

A risk assessment of the home where work is being undertaken is required:

- before the first service or support starts,
- when service provisions or home environment change and
- annually.

Participant Name:

Date:

Address:

Completed by:

Assessment for:

New participant

Service/environment change

Annual review

## Instructions

- This risk assessment is intended to aid in the identification and management of common health and safety risks within the home environment and may not cover everything. Use the blank table at the end of this document to add any areas specific to the environment you are working in.
- This risk assessment should be completed with the person receiving care, support or assistance in their home and/or their representative.
- Tick the appropriate corresponding box to the statements YES, NO or write N/A (not applicable) in the COMMENTS or ACTIONS column.
- Statements ticked NO, may indicate a risk that needs to be addressed. Make note of the risk in the COMMENTS or ACTIONS column and discuss solutions with the person receiving care or their representative.

**If you are concerned about your safety, you should leave immediately.**

Outside your home	Yes	No	Comments or Action
Vehicle parking at or near the home.			
House/Unit number clearly marked and identifiable from the street.			
Entry/Exit to the yard or home is well-lit and easily accessible in low light or at night.			

Outside your home	Yes	No	Comments or Action
<p><b>Access:</b> front and back, paths, driveway, gates, walkways are clear of obstructions or trip hazards, overhanging branches, and are level without any major defaults such as holes or cracks.</p> <p><b>Ask</b> if wet weather conditions affect access. E.g. walking path becomes slippery, yard can flood, dirt paths become muddy, etc ...</p> <p><b>Yard:</b> free from clutter, council bins stored in suitable location and easy to move, lawn maintained, access to clothesline clear and on stable surface. Outdoor pets restrained and/or non-threatening.</p>			
<p><b>Ramps and stairs:</b> not steep, tread in good condition, non-slip surface, handrails in place and in good condition.</p>			
<p>Entry/Exit to the home is free of clutter (nothing in the way).</p>			
<p>Entry/Exit doors open and close easily, are in good repair and work as expected.</p>			
<p>The electricity meter box can be easily accessed in the case of an emergency and has safety switches installed.</p>			

Inside your home	Yes	No	Comments or Action
<p>Entry/Exit to the home is clear of obstructions, door locks, knobs and handles working.</p>			
<p>There is mobile phone coverage or access to a landline phone.</p>			
<p>Doorways, hallways, and work areas kept clear of items or obstructions.</p>			
<p>All rooms are kept neat, well maintained, no holes in ceiling or floors and free of mould.</p>			
<p>All rooms allow for workers to move comfortably around the house and there is enough clear space for work or activities to be carried out.</p>			
<p>Stairs, ramps, verandas, or balconies have handrails in good working order, adequate lighting and are free of clutter.</p>			
<p><b>Lighting:</b> All lights work, switches in good repair without damage. There is enough lighting in all rooms to see the environment clearly and complete tasks safely.</p>			

Inside your home	Yes	No	Comments or Action
<p><b>Flooring:</b> in good condition, even, free of trip hazards and appropriate for the type of work.</p> <p><b>Consider</b> - carpeted floors may hinder lifting equipment or other movements, some surfaces may become slippery when wet, electrical leads and cables may be a trip hazard.</p>			
<p><b>Work surface:</b> suitable for tasks (stable, clutter free and height appropriate).</p>			
<p><b>Food preparation areas:</b> clean surfaces, stable and in good condition, equipment in good order.</p>			
<p>Temperature maintained at appropriate (comfortable) level throughout indoor areas.</p>			
<p>Adequate ventilation and air quality (no fumes, odours, dust particles).</p>			
<p>Pets are adequately restrained while work is carried out.</p>			
<p>Bathroom and kitchen kept in clean working order with hand washing supplies (soap and hand towel/ paper towel).</p>			
<p>Worker has access to a bathroom and kitchen while completing work in the home and an area to have a meal break in (if applicable). Worker has a secure place for their belongings.</p>			
<p>All electrical fittings, appliances and equipment are in safe working order (no exposed wiring, damaged cords or missing parts) and away from water.</p>			
<p>Any household chemicals are kept in their original containers, labelled and stored correctly.</p>			
<p>Any hazardous chemicals kept in the home have Safety Data Sheets available.</p>			

Emergency Planning	Yes	No	Comments or Action
<p>An emergency evacuation plan has been completed and displays information for the home (address, cross street, emergency numbers, etc..).</p>			
<p>Emergency equipment available and in working order: E.g.: fire blanket, fire extinguisher, etc ...</p>			
<p>A first aid kit is available, easily accessible and has all necessary items.</p>			
<p>Smoke detectors installed, working and tested yearly.</p>			

Training / Instruction	Yes	No	Comments or Action
Workers have been trained or instructed in the following:			
<p>Introduction to the home and where essential items are located or information kept.</p> <p>E.g.: first aid arrangements, emergency plans and evacuation, access to facilities (bathroom and kitchen), etc ...</p>			
<p>Any procedures, policies or systems used at the home to provide supports and services.</p> <p>This could include security measures, schedule of activities, a safe way of doing a task, etc ...</p>			
<p>How to identify and report safety risks, hazards and unsafe work practices and who to report this to.</p> <p>e.g.: an issue with a mobility aid is causing a worker to sustain an awkward posture. This should be reported to someone in the home, a supervisor or manager and corrective actions taken to make it safe for the worker.</p>			
<p>What to do if they or someone else is injured during work, who to report this to and where to record this.</p> <p>E.g. provide first aid, call an ambulance, inform supervisor, record in register of injuries and notify SafeWork NSW.</p>			
<p>How to safely use all plant and equipment at the home.</p> <p>E.g.: mobility aides, lifting devices, wheelchairs etc ...</p>			
<p>How to complete a visual inspection of all plant and equipment in the workplace and identify obvious safety or maintenance risks.</p>			
<p>How to report and remove unsafe plant or equipment from use in the workplace.</p> <p>E.g.: Damaged or faulty equipment locked away, with a 'do not use' label attached, and workers informed.</p>			
<p>Safe use and handling of any chemicals and what personal protective equipment (PPE) is required.</p>			
<p>How the person receiving in-home care and support would like any 1:1 personal care, such as bathing or grooming, to be conducted.</p> <p>Any safety risks, such as awkward postures or lack of adequate working room should be noted and addressed to eliminate or minimise the risk.</p>			

<b>Training / Instruction</b>	<b>Yes</b>	<b>No</b>	<b>Comments or Action</b>
Information regarding safe provision of 1:1 care and support is disclosed to worker.  E.g.: behaviour management plans or behaviours of concern along with safety strategies, any infectious diseases present in the home that poses a risk to the health of the worker.			
Procedures and management of any biological hazards and adequate PPE provided.  E.g., a system in place to manage sharps, spills of bodily substances or biological waste at the home appropriately (PPE, cleaning, disinfection and disposal).			

<b>Others in the home</b>	<b>Yes</b>	<b>No</b>	<b>Comments or Action</b>
Others are aware of the dates and times the worker will be attending the home and the support provided.			
Others have been made aware to be respectful of worker, act appropriately and allow support to be completed without disturbance.			
Others are aware that while work is occurring, there is to be: <ul style="list-style-type: none"> <li>• No smoking or vaping in the home</li> <li>• No alcohol use</li> <li>• No illegal drug use</li> <li>• No threats, intimidation, or harassment</li> <li>• No acts of violence or aggression</li> <li>• No inappropriate language</li> <li>• No unwanted touching</li> </ul>			
Others are aware of what the worker does and does not do in relation to their work.			

<b>Additional items</b>	<b>Yes</b>	<b>No</b>	<b>Comments or Action</b>