

# Wimbledon Park Estate Risk assessment

**Organisation name:** Wimbledon Park Co-operative  
**Day to day responsibility:** Mr Chay Pulger [Housing Manager]  
**Last date of review:** 13th July 2015

The **purpose** of carrying out a **risk assessment** is to enable Wimbledon Park Co-operative to take the measures necessary for the safety and health protection of workers and also to identify the key risks to the organisation.

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
<b>Fire</b>	Residents, visitors, staff and contactors. <ul style="list-style-type: none"> <li>Fire risk</li> <li>Health and safety</li> <li>Health Hazards</li> <li>Criminality</li> <li>Danger</li> </ul>	<ul style="list-style-type: none"> <li>Weekly estate inspection to identify the any risks</li> <li>acting swiftly on all reports or risks from residents</li> <li>staff meeting to raise any issues of risks</li> <li>Test smoke alarm in officer &amp; emergency lighting weekly</li> <li>Ensure adequate notices up in communal area</li> <li>Council carry out annual fire hazard inspection. Including electrical intake cupboard as well as lift rooms</li> <li>Fire extinguisher located in each store area for caretaker</li> <li>Training provided to all staff</li> </ul>	<ul style="list-style-type: none"> <li>Care takers given the responsibility of maintaining standards in their areas.</li> <li>Manager to carry out regular inspections to ensure adequate standards are maintained.</li> </ul>	All staff, supervisor to monitor	Ongoing	<input checked="" type="checkbox"/>
<b>Slips and trips</b>	Staff and visitors may be injured if they trip over objects or slip on spillages	<ul style="list-style-type: none"> <li>We carry out general good housekeeping.</li> <li>All areas are well lit including stairs.</li> <li>There are no trailing leads or cables.</li> <li>Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately, offices cleaned each evening</li> <li>Use saw dust for foreign objects</li> <li>Use correct protective gear</li> </ul>	<ul style="list-style-type: none"> <li>Care takers given the responsibility of maintaining standards in their areas.</li> <li>Manager to carry out regular inspections to ensure adequate standards are maintained.</li> <li>Spillages should be cleaned up and dried immediately.</li> <li>Use saw dust for foreign objects</li> <li>Use correct protective gear</li> </ul>	All staff, supervisor to monitor	Ongoing	<input checked="" type="checkbox"/>
<b>Lack of lighting</b>	Residents, visitors, staff and contactors. <ul style="list-style-type: none"> <li>Fire risk</li> </ul>	<ul style="list-style-type: none"> <li>Weekly estate inspection to identify the any risks</li> <li>acting swiftly on all reports or risks</li> </ul>	<ul style="list-style-type: none"> <li>Caretaker to visually inspect on a daily basis</li> <li>Repair and replace faulty lighting as</li> </ul>	All Staff	Ongoing	<input checked="" type="checkbox"/>

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	<ul style="list-style-type: none"> <li>Health and safety</li> <li>Health Hazards</li> <li>Slips and Trips</li> <li>Criminality</li> <li>Danger</li> </ul>	<ul style="list-style-type: none"> <li>from residents</li> <li>staff meeting to raise any issues of risks</li> <li>All areas are well lit including stairs.</li> </ul>	<ul style="list-style-type: none"> <li>and when identified</li> <li>All Staff to report as and when any faulty lighting</li> <li>Care takers given the responsibility of maintaining standards in their areas.</li> <li>Manager to carry out regular inspections to ensure adequate standards are maintained.</li> <li>Spillages should be cleaned up and dried immediately.</li> </ul>			
<b>Office and Staff</b>	<p>All staff</p> <p>Caretakers ( moving and removing bins and bulk rubbish)could suffer back strains, head injuries etc</p> <p>All office staff may suffer from upper limb disorders (RSI) from regular use of PCs or suffer headaches if lighting / picture is poor.</p>	<ul style="list-style-type: none"> <li>Training provided</li> <li>Weekly estate check to check fire alarm and emergency lighting in the office</li> <li>Use protective clothing</li> <li>Use correct equipment</li> <li>Clocking in card to check missing staff</li> <li>Special chairs provided</li> <li>Peninsula to carry out annual inspection of the office [H&amp;S]</li> <li>Lambeth Smith Hampton carry out annual inspection [H&amp;S]</li> </ul>	<ul style="list-style-type: none"> <li>Provide further training for manual handling for Caretaker as well as office staff</li> <li>Provide head protection for care takers</li> <li>Heavy equipment to be moved by trained staff only.</li> <li>Check with staff for RSI</li> <li>Provide wrist rest for PC users</li> <li>Provide screen filters for each PC users</li> </ul>	All Staff / Peninsula	Ongoing	<input checked="" type="checkbox"/>
<b>Stairs</b>	<p>Residents, visitors, staff and contactors.</p> <ul style="list-style-type: none"> <li>Fire risk</li> <li>Health and safety</li> <li>Health Hazards</li> <li>Slips and Trips</li> <li>Obstruction</li> </ul>	<ul style="list-style-type: none"> <li>Weekly estate inspection to identify the any risks</li> <li>acting swiftly on all reports or risks from residents</li> <li>staff meeting to raise any issues of risks</li> </ul>	<ul style="list-style-type: none"> <li>Stairs must be kept free from any dirt or obstructive equipments and other items</li> <li>Any spillage to be cleaned as soon as possible</li> <li>Lighting should be adequate to enable residents to visually identify risk at night</li> <li>Anti slip paint to be used and stair edging to be checked regularly</li> <li>Remove all unauthorised stored items from subentries</li> <li>Care takers given the responsibility of maintaining standards in their areas.</li> </ul>	All Staff	Ongoing	<input checked="" type="checkbox"/>

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			<ul style="list-style-type: none"> <li>Manager to carry out regular inspections to ensure adequate standards are maintained.</li> <li>Spillages should be cleaned up and dried immediately.</li> </ul>			
<b>Communal Walkway</b>	Residents, visitors, staff and contactors. <ul style="list-style-type: none"> <li>Fire risk</li> <li>Health and safety</li> <li>Health Hazards</li> <li>Slips and Trips</li> <li>Obstruction</li> </ul>	<ul style="list-style-type: none"> <li>Weekly estate inspection to identify the any risks</li> <li>acting swiftly on all reports or risks from residents</li> <li>staff meeting to raise any issues of risks</li> <li>Reminders to residents and notices</li> </ul>	<ul style="list-style-type: none"> <li>All subentries must be kept free from any dirt or obstructive equipments, building materials, appliances or bikes and rubbish</li> <li>Any spillage to be cleaned as soon as possible</li> <li>Lighting should be adequate to enable residents to visually identify risk at night</li> <li>Anti slip paint to be used and stair edging to be checked regularly</li> <li>Care takers given the responsibility of maintaining standards in their areas.</li> <li>Manager to carry out regular inspections to ensure adequate standards are maintained.</li> <li>Spillages should be cleaned up and dried immediately.</li> </ul>	All Staff	Ongoing	<input checked="" type="checkbox"/>
<b>Obstruction to fire exits</b>	Residents, visitors, staff and contactors. <ul style="list-style-type: none"> <li>Fire risk</li> <li>Health and safety</li> <li>Health Hazards</li> <li>Slips and Trips</li> <li>Obstruction</li> </ul>	<ul style="list-style-type: none"> <li>Weekly estate inspection to identify the any risks</li> <li>acting swiftly on all reports or risks from residents</li> <li>staff meeting to raise any issues of risks</li> <li>Reminders to residents and notices</li> <li>Council carry out annual fire hazard inspection. Including electrical intake cupboard as well as lift rooms</li> </ul>	<ul style="list-style-type: none"> <li>All Landings must be kept free from any dirt or obstructive equipments, building materials, appliances or bikes and rubbish</li> <li>Any spillage to be cleaned as soon as possible</li> <li>Lighting should be adequate to enable residents to visually identify risk at night</li> <li>Anti slip paint to be used and stair edging to be checked regularly</li> <li>Remove all illegally stored items from Landings</li> </ul>	All Staff	Ongoing	<input checked="" type="checkbox"/>

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
			<ul style="list-style-type: none"> <li>Care takers given the responsibility of maintaining standards in their areas.</li> <li>Manager to carry out regular inspections to ensure adequate standards are maintained.</li> <li>Spillages should be cleaned up and dried immediately.</li> </ul>			
<b>Lifts [x7]</b>	Residents, visitors, staff and contactors. <ul style="list-style-type: none"> <li>Fire risk</li> <li>Health and safety</li> <li>Health Hazards</li> <li>Slips and Trips</li> <li>Obstruction</li> </ul>	<ul style="list-style-type: none"> <li>Weekly estate inspection to identify the any risks</li> <li>acting swiftly on all reports or risks from residents</li> <li>staff meeting to raise any issues of risks</li> <li>Council carry out annual lift inspection. Including electrical as well as lift rooms</li> <li>Adequate signs inside the lift encase of emergencies</li> </ul>	<ul style="list-style-type: none"> <li>Lifts must be kept free from any dirt or obstructive equipments, building materials, appliances or bikes and</li> <li>Rubbish</li> <li>Lift cabin to be cleaned every day and as and when something is reported</li> <li>Any spillage to be cleaned as soon as possible</li> <li>Lighting should be adequate to enable residents to visually identify risk at night</li> <li>Fault to be reported as soon as possible</li> <li>Care takers given the responsibility of maintaining standards in their areas.</li> <li>Manager to carry out regular inspections to ensure adequate standards are maintained.</li> <li>Spillages should be cleaned up and dried immediately.</li> </ul>	All Staff & Council Lift Department	Ongoing	<input checked="" type="checkbox"/>
<b>Lift rooms and access to roof</b>	Residents, visitors, staff and contactors. <ul style="list-style-type: none"> <li>Fire risk</li> <li>Health and safety</li> <li>Health Hazards</li> <li>Electrical shocks</li> </ul>	<ul style="list-style-type: none"> <li>Weekly estate inspection to identify the any risks</li> <li>acting swiftly on all reports or risks from residents</li> <li>staff meeting to raise any issues of risks</li> </ul>	<ul style="list-style-type: none"> <li>Lift rooms and access areas should be cleared of all obstructive items</li> <li>All unnecessary items to be removed</li> <li>Areas to be inspected on a weekly basis</li> <li>Relevant signage to be put in visible</li> </ul>	All Staff & Council Lift Department	Ongoing	<input checked="" type="checkbox"/>

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	<ul style="list-style-type: none"> <li>• slip on spillages</li> <li>• obstruction.</li> </ul>	<ul style="list-style-type: none"> <li>• Council carry out annual lift inspection. Including electrical as well as lift rooms</li> </ul>	<ul style="list-style-type: none"> <li>• areas</li> <li>• Indication of risk voltage should be clearly visible</li> <li>• Care takers given the responsibility of maintaining standards in their areas.</li> <li>• Manager to carry out regular inspections to ensure adequate standards are maintained.</li> <li>• Spillages should be cleaned up and dried immediately.</li> </ul>			
<b>Electrical Intakes and Storeroom</b>	Residents, visitors, staff and contactors. <ul style="list-style-type: none"> <li>• obstruction.</li> <li>• Fire risk</li> <li>• Health and safety</li> <li>• Health Hazards</li> <li>• Electrical shocks</li> </ul>	<ul style="list-style-type: none"> <li>• Weekly estate inspection to identify the any risks</li> <li>• acting swiftly on all reports or risks from residents</li> <li>• staff meeting to raise any issues of risks</li> <li>• Council carry out annual fire hazard inspection. Including electrical intake cupboard as well as lift rooms</li> </ul>	<ul style="list-style-type: none"> <li>• All Intake rooms and access areas should be cleared of all obstructive items</li> <li>• All unnecessary items to be removed</li> <li>• Relevant signage to be put in visible areas</li> <li>• All fuses to be clearly identified against each flat</li> <li>• Indication of risk voltage should be clearly visible</li> <li>• Protective covers should be firmly in place</li> <li>• Care takers given the responsibility of maintaining standards in their areas.</li> <li>• Manager to carry out regular inspections to ensure adequate standards are maintained.</li> <li>• Spillages should be cleaned up and dried immediately.</li> </ul>	All Staff	Ongoing	<input checked="" type="checkbox"/>
<b>Bin Chambers &amp; Water booster room</b>	Residents, visitors, staff and contactors. <ul style="list-style-type: none"> <li>• Fire risk</li> <li>• Health and safety</li> <li>• Health Hazards</li> <li>• Manual handling</li> </ul>	<ul style="list-style-type: none"> <li>• Weekly estate inspection to identify the any risks</li> <li>• acting swiftly on all reports or risks from residents</li> <li>• staff meeting to raise any issues of risks</li> </ul>	<ul style="list-style-type: none"> <li>• Staff should have appropriate manual handling training</li> <li>• Head protection gear should be worn by caretakers</li> <li>• Hand protection should be worn at all times when handling Bins</li> </ul>	All Staff	Ongoing	<input checked="" type="checkbox"/>

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	<ul style="list-style-type: none"> <li>Identity theft</li> </ul>	<ul style="list-style-type: none"> <li>Council carry out annual checks on the water booster room and check the equipment</li> </ul>	<ul style="list-style-type: none"> <li>Bin chambers to be secured to stop unwanted intruders</li> <li>No bulk rubbish to be stored</li> <li>Care takers given the responsibility of maintaining standards in their areas.</li> <li>Manager to carry out regular inspections to ensure adequate standards are maintained.</li> <li>Spillages should be cleaned up and dried immediately.</li> </ul>			
<b>Playground</b>	Residents, visitors, staff and contactors. <ul style="list-style-type: none"> <li>Fire risk</li> <li>Health and safety</li> <li>Health Hazards</li> <li>Manual handling</li> <li>Identity theft</li> <li>Slipping falling</li> <li>Injuries</li> </ul>	<ul style="list-style-type: none"> <li>Weekly estate inspection to identify the any risks</li> <li>acting swiftly on all reports or risks from residents</li> <li>staff meeting to raise any issues of risks</li> <li>Council carries out annual playground inspection in Fernwood &amp; Ambleside.</li> <li>Repairs are swiftly carried out</li> </ul>	<ul style="list-style-type: none"> <li>Playground should be inspected daily</li> <li>All obstructive items to be removed</li> <li>Glass or any other kind of debris</li> <li>Care takers given the responsibility of maintaining standards in their areas.</li> <li>Manager to carry out regular inspections to ensure adequate standards are maintained.</li> <li>Spillages should be cleaned up and dried immediately.</li> </ul>	All Staff / Council [Inspection]	Ongoing	<input checked="" type="checkbox"/>
<b>Trees</b>	Residents, visitors, staff and contactors. <ul style="list-style-type: none"> <li>Falling branches</li> <li>Head injuries</li> <li>Tripping falling</li> </ul>	<ul style="list-style-type: none"> <li>Weekly estate inspection to identify the any risks</li> <li>acting swiftly on all reports or risks from residents</li> <li>staff meeting to raise any issues of risks</li> <li>Gardening contractors report to the office</li> </ul>	<ul style="list-style-type: none"> <li>Visual inspection on a weekly basis part of the estate check</li> <li>Contract with WBC tree section for annual inspection survey [SLA]</li> </ul>	All Staff / Council [SLA]	Ongoing	<input checked="" type="checkbox"/>
<b>Water</b>	Residents, visitors, staff and contactors. <ul style="list-style-type: none"> <li>Health and safety</li> <li>Health Hazards</li> </ul>	<ul style="list-style-type: none"> <li>Council carries out annual water tank sampling checks [e.g. Legionella disease]</li> <li>Tanks are chlorinated as per report from the council.</li> </ul>	<ul style="list-style-type: none"> <li>Visual inspection on a weekly basis part of the estate check</li> </ul>	All Staff / Council	Ongoing	<input checked="" type="checkbox"/>

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
<b>Customers [Public, Tenants and Leaseholders]</b>	Staff and Contractors <ul style="list-style-type: none"> <li>• Health Hazards</li> <li>• Stress</li> <li>• Abuse</li> </ul>	<ul style="list-style-type: none"> <li>• Adhering to staffing policy on dealing with confrontational situations. Step away.</li> <li>• Reporting incidents immediately</li> <li>• Contacting office immediately</li> <li>• APR List provided by the council - adhere and take action</li> </ul>	<ul style="list-style-type: none"> <li>• Exercise caution when dealing with challenging customers</li> <li>• Check the APR</li> </ul>	All staff	<i>Ongoing</i>	<input checked="" type="checkbox"/>