

Dementia Active Banbury

Room-by-Room Risk Assessment

Prepared for: Dementia Active

Prepared by: Andrew Gill / centre team

Assessment type: Initial visual assessment from supplied room photographs

Risk rating method

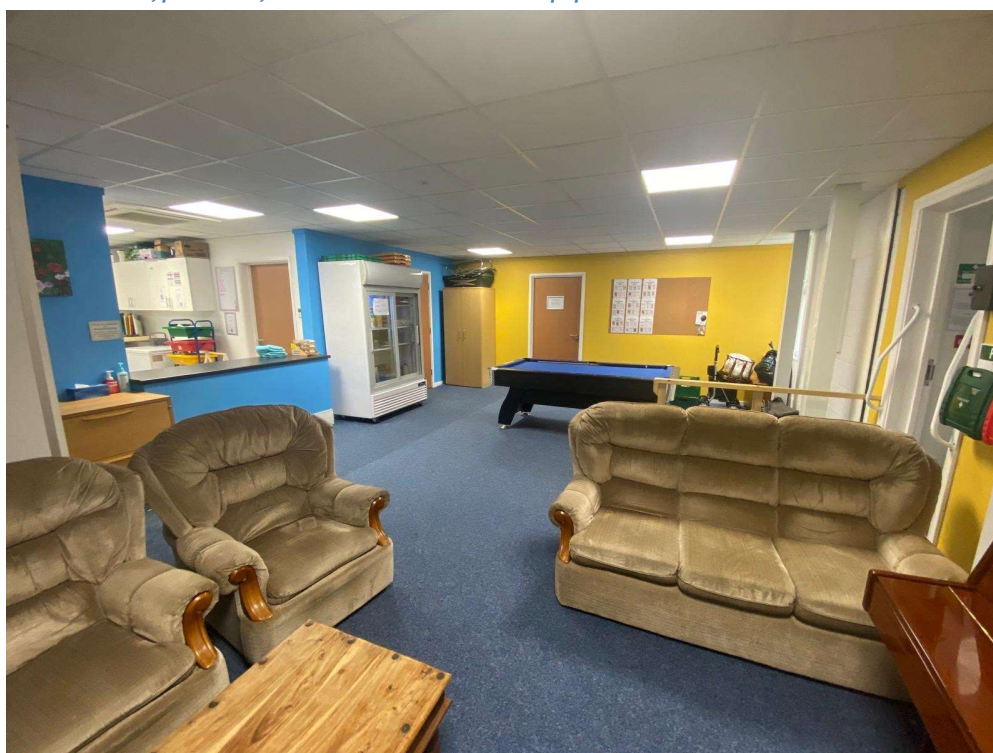
Score	Severity guide	Likelihood guide
1	Minor injury / low impact	Rare or very unlikely
2	Moderate injury / disruption	Possible
3	Major injury / serious harm	Likely or foreseeable

Risk rating	Score range	Action expectation
Low	1-2	Manage through normal good practice and routine checks.
Medium	3-4	Action required, with named person and review date.
High	6-9	Urgent action. Consider restricting use until control is in place.

Room-by-room assessment

Room 1 - Lounge / social area with sofas and pool table

Photo 1 - Lounge / social area with sofas, pool table, refreshments area and fire equipment.



Hazard / concern identified from photo	People at risk	Existing / recommended controls	Risk rating	Owner	Timescale / review
Trips and restricted walkways around sofas, coffee table, pool table and routes to exits	Members, visitors, staff; higher risk for people with dementia, reduced mobility or visual impairment	Keep clear routes around seating, pool table and exits; remove unnecessary furniture from circulation routes; mark or reposition low coffee table; daily walk-round before opening.	Medium (3x2=6)	Centre lead / duty staff	Before each session and monthly review
Sofa and armchair condition, low soft seating causing difficult transfers	Members with mobility difficulties; staff assisting transfers	Check furniture stability and condition; provide firmer/high-seat chair options with arms; do not manually lift people from low seating; use agreed moving and handling support.	Medium (2x2=4)	Centre lead	Monthly
Pool table cues/balls and play area creating collision or trip hazards	Members, visitors, staff	Use pool table only when supervised; store cues safely when not in use; keep bags and equipment away from table edges; agree safe cue-swing area.	Medium (2x2=4)	Activity staff	Each session
Kitchen/counter area, fridge and hot drinks creating scald, food safety and slip risks	Members, staff, volunteers	Restrict member access to hot water and kitchen equipment unless supervised; keep floor dry; label allergens; maintain fridge temperature checks and cleaning records.	Medium (3x2=6)	Catering/duty staff	Daily
Fire points and route visibility partly obscured by furniture/activity equipment	Everyone	Keep fire extinguishers, fire action notices and exits visible and unobstructed; include this in opening checklist.	Medium (3x2=6)	Duty manager	Daily

Room 2 – Function room / event space

Photo 2 - Large hall / activity and event space with rows of chairs, stacked seating, stage/AV equipment and ceiling drapes.



Hazard / concern identified from photo	People at risk	Existing / recommended controls	Risk rating	Owner	Timescale / review
Loose or crowded chair layouts, stacked chairs and narrow routes	Members, visitors, staff	Set out chairs with wide accessible aisles and turning space; secure or move chair stacks to storage; avoid creating dead ends; count and document safe capacity for each layout.	Medium (3x2=6)	Event/activity lead	Before every event
Stage, lighting, speakers, projector cable and AV equipment around edges	Members, staff, performers	Cable-manage all leads; keep stage/AV areas out of member circulation routes; use cable covers where leads cross floors; PAT check portable equipment.	Medium (3x2=6)	Facilities / activity lead	Before use
Ceiling drapes and decorative fabric near lighting or fire detection	Everyone	Confirm fabric is flame-retardant and installed away from heat sources/sprinklers/detectors; record inspection; remove damaged or unsecured drapes.	Medium (3x2=6)	Facilities lead	Quarterly and after changes
Manual handling of chairs, tables and equipment	Staff, volunteers	Use trolleys where available; train staff/volunteers; avoid over-stacking; two-person lift for heavy/awkward items.	Medium (2x2=4)	Centre lead	Ongoing
Slips/trips on open floor during dancing/exercise sessions	Members and staff	Check floor before activity; remove bags and coats; ensure appropriate footwear; adjust activity pace and layout for mobility levels.	Medium (3x2=6)	Activity lead	Each session

Room 3 - Ground-floor activity room 2 with stairs nearby

Photo 3 - Ground-floor activity room 2 / stairs nearby and main entrance/exit route.



Hazard / concern identified from photo	People at risk	Existing / recommended controls	Risk rating	Owner	Timescale / review
Stairs directly adjacent to activity area	Members, visitors, staff; higher risk for wandering or reduced mobility	Keep stair access supervised during sessions; ensure handrails, nosings and lighting are maintained; consider gate/visual cue if assessed appropriate; avoid placing activities close to stair foot.	High (3x3=9)	Centre manager / facilities	Immediate review
Tables and chairs arranged in clusters creating pinch points and trip hazards	Members, staff	Set standard accessible layout with minimum clear routes; remove unused chairs; keep table legs aligned; allow wheelchair turning space near entrance and exits.	Medium (3x2=6)	Duty staff	Before each session
Entrance/exit area and fire escape route may become obstructed by furniture or belongings	Everyone	Keep exit route to doors clear; do not store coats, bags or equipment in exit path; check during opening and closing routine.	Medium (3x2=6)	Duty manager	Daily
Hot drinks/refreshment area at rear of room	Members and staff	Supervise hot drinks; use lidded cups where appropriate; keep kettles/urns away from table edges; clean spills immediately.	Medium (3x2=6)	Catering/duty staff	Each session
Display boards and wall items becoming loose or distracting	Members and staff	Keep displays secure; avoid protruding fixings; review sensory load for dementia-friendly environment.	Low (2x1=2)	Activity staff	Monthly

Room 4 - Dining room / cafe-style space

Photo 4 - Dining room / cafe-style space with dining tables, chairs, service area and hot drink facilities.



Hazard / concern identified from photo	People at risk	Existing / recommended controls	Risk rating	Owner	Timescale / review
Crowded tables and mixed chairs causing trip and transfer risks	Members, visitors, staff	Maintain clear routes between tables; provide stable chairs with arms for those needing support; remove excess chairs from walkways; check tablecloths do not hang into walking routes.	Medium (3x2=6)	Catering/duty staff	Before meals
Hot food, hot drinks and service counter/kitchen area	Members, staff, volunteers	Control access to kitchen/service area; use safe carrying routes; serve hot drinks seated where possible; keep first-aid and burns guidance available.	Medium (3x2=6)	Catering lead	Each meal/session
Spills from drinks, food and cleaning	Members, staff, visitors	Use spill kit; clean immediately; place wet-floor warning if area cannot be dried straight away; inspect under tables after meals.	Medium (3x2=6)	All staff	Ongoing
Window blinds, heating/ventilation and room temperature	Members, staff	Maintain comfortable temperature and ventilation; secure blind cords if present; record faults with heating/AC.	Low (2x1=2)	Facilities	Monthly
Emergency evacuation with chairs/tables blocking routes	Everyone	Agree dining layout that preserves evacuation routes and wheelchair access; staff to know evacuation assistance needs of members.	Medium (3x2=6)	Centre lead	Before sessions

Room 5 – Meeting / activity room 1 with red blinds and whiteboard

Photo 5 - Meeting / activity room 1 with U-shaped table layout, whiteboard, storage and red blinds.



Hazard / concern identified from photo	People at risk	Existing / recommended controls	Risk rating	Owner	Timescale / review
U-shaped tables and chairs restrict wheelchair access and emergency movement	Members, staff, visitors	Set layout with clear turning space and routes to doors; remove unused chairs; avoid blocking access to whiteboard, doorways or cupboards.	Medium (3x2=6)	Session lead	Before use
Whiteboard and mobile furniture may move or topple	Members and staff	Lock wheels where fitted; store board against wall when not in use; keep it out of circulation routes.	Low (2x1=2)	Session lead	Each use
Soft toys, boxes, equipment and storage at room edge	Members and staff	Keep storage tidy and off walking routes; remove trip hazards; avoid storing heavy items above shoulder height.	Medium (2x2=4)	Centre staff	Weekly
Glare, lighting and red blinds affecting visibility or comfort	Members, staff	Adjust blinds and lighting to reduce glare; check adequate lighting during reading/craft sessions; report faulty ceiling tiles/lights.	Low (2x1=2)	Session lead / facilities	Each session
Confidential meetings or assessments in shared room	Members, carers, staff	Use private spaces for sensitive conversations; close doors/blinds as appropriate; follow data protection procedures for paperwork.	Low (2x1=2)	All staff	Ongoing

Room 6 - Small activity room 3 with wheelchair access

Photo 6 - Small activity room 3 / TV room showing table layout, wall-mounted TV, windows and wheelchair/rollator access.



Hazard / concern identified from photo	People at risk	Existing / recommended controls	Risk rating	Owner	Timescale / review
Wheelchair/rollator access narrowed by chairs and tables	Members, staff	Keep a dedicated wheelchair space and clear turning area; do not park equipment in walkways; check access to doors and TV area.	Medium (3x2=6)	Duty staff	Before each session
TV, wall sockets and visible cables below screen	Members, staff	Cable-tidy and secure TV leads; keep sockets accessible but protected from accidental pulling; include TV/AV in PAT and visual checks.	Medium (2x2=4)	Facilities	Monthly
Table edges and chair backs close together causing bumps/trips	Members, staff	Space seating to avoid snagging walking aids; use rounded-edge protectors if needed; supervise transfers.	Medium (2x2=4)	Session lead	Each session
Walking aids stored near door/window area	Members and staff	Provide a labelled parking area for walking aids that does not block exits or circulation.	Medium (2x2=4)	Duty staff	Daily
Windows, plants and small items on sills/units	Members, staff	Keep sills tidy; ensure windows open/close safely; avoid loose objects that may fall or be handled unsafely.	Low (2x1=2)	Duty staff	Weekly

Cross-centre controls to apply in every room

Control area	Required standard
Opening and closing safety check	Use a daily room checklist covering floors, exits, fire points, cables, furniture stability, temperature, lighting, toilets/access routes and cleaning.
Dementia-friendly environment	Keep signage clear, reduce clutter, maintain good lighting, avoid confusing patterns where possible, and preserve calm spaces for people who become overwhelmed.
Fire safety	Keep exits and extinguishers unobstructed; maintain alarms, emergency lighting and evacuation plans; brief staff on members needing assistance.
Electrical safety	Complete visual checks and PAT where required for portable appliances, AV equipment, extension leads, fridges, kettles and chargers.
Manual handling	Avoid unsafe lifting of furniture or people; use trolleys and two-person handling for heavy items; keep training current.
Infection prevention and cleaning	Clean high-touch points, tables and shared equipment; maintain food hygiene controls and hand hygiene supplies.
Incident reporting	Record near misses, slips, falls, equipment damage and behavioural incidents; use reports to update the assessment.

Priority action plan

No.	Action	Owner	Target date	Status
1	Review stair area in ground-floor activity/dining room; confirm supervision and physical/visual controls.	Centre manager	Immediate	Open
2	Confirm all fire exits, fire points and evacuation routes are clear in every photographed room.	Duty manager	Immediate	Open
3	Introduce a standard room-opening checklist for furniture layout, cables, spills and access routes.	Centre lead	Within 1 week	Open
4	Check all AV/projector/TV/kitchen leads and portable equipment for visual safety and PAT records.	Facilities	Within 2 weeks	Open
5	Confirm flame-retardant status and safe fixing of decorative ceiling drapes in large hall.	Facilities	Within 2 weeks	Open
6	Set agreed safe layouts and maximum occupancies for lounge, hall, dining rooms and meeting rooms.	Centre manager	Within 1 month	Open

Sign-off and review

Item	Detail	Item	Detail
Assessor name	Day to Day Committee	Date 05/06/2026	
Centre manager approval	Andrew Gill	Date 05/06/2026	
Next scheduled review date	05/06/2027 unless a review is triggered	Trigger review after	Incident, near miss, room layout change, new equipment, building works or change in service user needs