

Dementia Active Carterton

Current Room-by-Room Risk Assessment

Prepared for: Dementia Active

Prepared by: Andrew Gill CEO

Assessment type: Current-state visual assessment from supplied room photographs

Assessment date: 24/07/2026

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	Meaning for current use
Low	1-2	Low inherent risk within the current arrangement.
Medium	3-4	A present feature of normal use, managed through routine supervision and operation.
High	6-9	A serious inherent hazard requiring active management whenever the area is in use.

This document records the rooms as photographed and is not an improvement schedule. The current-arrangement column describes visible use and features; practices that cannot be seen in the photographs are not assumed.

Room-by-room assessment

Room 1 - Main activity and dining room

Photo 1 - Current main activity / dining space with tables, chairs, members, mobility aids, refreshments and exit.



Feature / hazard observed	People potentially affected	Current condition / arrangement	Current risk rating	Responsible role	Normal review point
Tables and chairs arranged closely for dining and group activity, with mobility aids used in the same room	Members, carers, visitors and staff	The room is in active group use. Tables form several seating zones, chairs with arms are available, carpeted routes remain between groups, and wheelchairs/walking aids stay near the people using them.	Medium (S2 x L2 = 4)	Session lead / duty staff	Reviewed as part of each session
Wheelchair and walking-aid movement around table legs and chairs	Members with reduced mobility and anyone assisting them	Members are seated around tables; mobility aids are parked beside or behind chairs. Staff and carers are present in the photographed session and movement takes place within the shared activity space.	Medium (S2 x L2 = 4)	Session staff / carers	During normal session supervision
Open entrance and signed final exit directly from the activity room	Members who may become disoriented; staff and carers	The door provides direct access and is marked as an exit. During the photographed session the group is together in the room with staff and carers present.	High (S3 x L2 = 6)	Session lead	Throughout each session

Feature / hazard observed	People potentially affected	Current condition / arrangement	Current risk rating	Responsible role	Normal review point
Hot drinks, glassware, cutlery and table settings in the occupied dining area	Members, staff, volunteers and visitors	Meals and refreshments are served to seated attendees. Tables are laid with individual place settings and drinks, and the refreshment/service area is positioned along the side of the room.	Medium (S2 x L2 = 4)	Catering / duty staff	During meals and refreshments
Free-standing fans, presentation equipment and overhead decorations	Everyone using the room	Fans are positioned around the room perimeter, the presentation screen is at the front, decorations are suspended overhead, and an exit sign and ceiling detector are visible.	Medium (S2 x L2 = 4)	Duty staff / facilities	Routine room review

Room 2 - Kitchen and servery

Photo 2 - Current kitchen / servery with commercial cooker, utensils, sink, preparation surfaces and opening to the activity room.



Feature / hazard observed	People potentially affected	Current condition / arrangement	Current risk rating	Responsible role	Normal review point
Commercial gas range, oven, pans and hot surfaces in a working kitchen	Kitchen staff, volunteers and anyone entering the kitchen	The dedicated kitchen is connected to the activity room by a wide opening. The commercial range and oven are central, with preparation surfaces, sink and storage arranged around the room perimeter.	High (S3 x L2 = 6)	Catering lead	Whenever the kitchen is in use
Knives and cooking utensils stored upright on the rear worktop	Kitchen staff and anyone entering the kitchen	Knives and utensils are grouped in containers at the back of the worktop. Cupboards and drawers are labelled to identify kitchen storage.	Medium (S3 x L1 = 3)	Catering staff	Normal kitchen use
Washing-up and cleaning products around the sink area	Kitchen staff and volunteers	Cleaning and washing-up liquids are kept at the sink/worktop area, with labelled cupboards below. Food preparation, washing and cooking all take place within the same compact kitchen.	Medium (S3 x L1 = 3)	Catering staff	Normal kitchen use
Hard kitchen floor and change to the carpeted activity-room surface	Kitchen staff, volunteers and anyone crossing the room boundary	The open floor in front of the cooker is a dark hard surface. The floor changes to carpet at the opening into the adjoining activity room.	Medium (S2 x L2 = 4)	Catering / duty staff	During kitchen and service use
Ventilation and fire-safety features associated with gas cooking	Everyone in or near the kitchen	Openable windows and small fans are visible. A wall-mounted fire-blanket unit is visible at the left edge of the room, and commercial gas cooking equipment is installed.	Medium (S3 x L1 = 3)	Centre / catering lead	Routine premises review
Food preparation, crockery and ingredients within a compact work area	Members receiving food and the people preparing it	Plates, bowls, utensils and appliances are organised on the worktops and in labelled storage. Food preparation and service operate from this established kitchen.	Medium (S2 x L2 = 4)	Catering lead	During every food service

Room 3 - Corridor and toilet access

Photo 3 - Current corridor / toilet route with signed doors, folded wheelchair, furniture, supplies and adjoining-room access.



Feature / hazard observed	People potentially affected	Current condition / arrangement	Current risk rating	Responsible role	Normal review point
Corridor used for access to toilets and adjoining rooms while also containing stored items	Members, carers, staff and visitors	The middle of the carpeted corridor remains the main walking route. Furniture, boxed supplies, bags and other items are positioned along the right side and at the far end.	Medium (S2 x L2 = 4)	Centre / duty staff	During normal building use
Folded wheelchair parked beside a radiator and doorway	Wheelchair users, people walking through and staff handling equipment	The wheelchair is folded and parked against the right-hand wall beside the radiator, leaving the central part of the corridor open.	Medium (S2 x L2 = 4)	Duty staff	Routine equipment use
Armchair, boxed stock and bags stored at the far end of the passage	People moving between rooms, including those using mobility aids	The armchair and supplies occupy the edge/end of the corridor rather than the central walking line, but they form part of the current corridor layout.	Medium (S2 x L2 = 4)	Centre staff	Routine premises review
Multiple doors opening from the corridor, including signed toilets	Members, staff and visitors	Doors are positioned on both sides of the corridor. The ladies' toilet and other facilities have large, high-contrast signs, and the floor covering is continuous through the visible route.	Medium (S2 x L2 = 4)	Duty staff	During normal use
Wayfinding, lighting and floor conditions in the toilet corridor	Members living with dementia and people with reduced vision or mobility	The corridor has consistent blue walls, a continuous carpet, overhead lighting and prominent door signs. Adjoining rooms are visible from the route.	Low (S2 x L1 = 2)	Centre / duty staff	Routine premises review

Current centre-wide arrangements observed

Observed area	Current arrangement
Staffed group use	The main room is shown in active use with members seated and staff/carers present within the room.
Activity and dining	The same main room supports presentations, social activity, dining and refreshments, using flexible tables and mixed seating.
Mobility support	Wheelchairs, a rollator/walking frame and other mobility aids are available and kept near the people using them.
Kitchen and catering	Food and drinks are prepared in a dedicated compact kitchen with a commercial range, sink, appliances, crockery and labelled storage.
Wayfinding	The main exit and toilets have prominent signs; adjoining rooms can be seen from the corridor.
Fire-related features	A ceiling detector and exit sign are visible in the main room, and a fire-blanket unit is visible in the kitchen photograph.
Flooring and light	Public rooms and the corridor are carpeted; the kitchen has a hard floor. The photographs show overhead and natural light.
Storage within operating areas	Furniture, supplies and equipment are stored within the rooms and along the edge/end of the corridor as part of the present layout.
Assessment boundary	This record is based on the three photographs and does not confirm equipment tests, fire-system operation, certificates or practices outside the photographed moment.

Current-state summary

Area	Current use / condition	Current risk profile
Main activity / dining room	Active mixed-use room with closely arranged tables and chairs, mobility aids in use, refreshments and a directly accessed exit.	Medium, with a High rating for the direct-exit / disorientation risk
Kitchen / servery	Compact working commercial kitchen open to the adjoining activity room, with the expected heat, sharp-tool, chemical and food-service hazards.	Medium to High during kitchen use
Corridor / toilets	Carpeted circulation and toilet route that also contains edge storage, furniture, supplies and a folded wheelchair.	Medium

Sign-off and review

Item	Detail	Item	Detail
Assessor name	Andrew Gill	Assessment date	24/07/2026
Centre manager confirmation	Kate Smith	Confirmation date	24/07/2026
Next scheduled review date	24/07/2027 unless triggered earlier	Trigger review after	Incident, near miss, change in room use/layout, new equipment, building work or change in a member's needs