

# Dementia Active - Chipping Norton Centre

## Room-by-Room Risk Assessment - Room Photographs

Prepared for: Dementia Active

Prepared by: Andrew Gill / centre team

**Centre: Chipping Norton**

**Review status: final risk assessment**

### Risk rating method

Suggested scoring: Severity x Likelihood. Ratings below are for prioritising action and should be confirmed during the on-site walk-round.

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

### Area 1 - Main activity area with U-shaped tables



Photo - Room 1 - Main activity / training room with U-shaped tables.

Hazard / concern identified from photo	People at risk	Existing / recommended controls	Risk rating	Owner	Timescale / review
Trips and restricted movement around U-shaped table layout, chair legs and table bases/castors	Members, visitors and staff; higher risk for people with dementia, reduced mobility or visual impairment	Keep a clear central route and clear route to exit doors; avoid overfilling room; check table brakes/castors and chair positions before every session.	Medium (3x2=6)	Centre lead / duty staff	Before each session
Moveable tables may separate, roll or create pinch points during activities	Members and staff setting up activities	Lock table wheels where fitted; use two-person moves for larger tables; inspect table stability and ensure table edges are aligned.	Medium (2x2=4)	Duty staff	Each setup
Chairs of mixed types and heights may make transfers difficult	Members with mobility or balance difficulties	Provide stable armchairs or higher chairs where needed; remove damaged chairs; allow staff assistance for transfers only where trained.	Medium (2x2=4)	Centre lead	Monthly
TV screen, flipchart and activity materials may create distraction, collision or trailing cable risks	Members, visitors and staff	Keep TV/AV cables routed away from walkways; keep flipchart legs out of traffic routes; store loose materials promptly.	Medium (2x2=4)	Activity lead	Each session
Fire exit and call point area must remain visible and accessible	All building users	Do not store chairs, tables or bags near exits/call points; brief staff on evacuation route and maintain clear signage.	High if blocked (3x3=9)	Centre lead	Daily opening check

**Area 2 - Large open activity / social room with seating circle and AV equipment**



*Photo - Room 2 - Large open activity / social room with seating circle and AV equipment view 1.*



*Photo - Room 2 - Large open activity / social room with seating circle and AV equipment view 2.*

Dementia Active - Chipping Norton Centre Risk Assessment

Hazard / concern identified from photo	People at risk	Existing / recommended controls	Risk rating	Owner	Timescale / review
Large number of chairs arranged in rows/circles may reduce clear walkways and turning space	Members, wheelchair users, visitors and staff	Set maximum safe occupancy for each layout; keep a minimum clear route through the room; allow wheelchair turning spaces and staff access.	Medium (3x2=6)	Centre lead / activity staff	Before each session
Projector/TV screens, speakers, equipment cases and cables on the right-hand side of room	Members, performers, staff and visitors	Route cables behind equipment or use cable covers; keep speaker stands and equipment cases away from walkways; carry out pre-session AV check.	Medium (3x2=6)	Activity / AV lead	Each session
Central pillar and wall-mounted screens create collision points, especially when people are moving in groups	Members with dementia, visual impairment or reduced spatial awareness	Keep chairs away from pillar; use contrasting markers where helpful; supervise group movement and avoid rushing transitions.	Medium (2x2=4)	Duty staff	Each session
Chair movement and room reconfiguration creates manual-handling and finger-trap risks	Staff and volunteers	Train staff in safe moving/stacking; use trolleys if available; avoid dragging chairs across routes while members are present.	Medium (2x2=4)	Centre lead	Quarterly training reminder
Sofa/lounge area and loose cushions/items could cause trips or poor transfer posture	Members, visitors and staff	Keep cushions and bags off floor; provide firmer seating alternatives; check sofa condition and stability.	Medium (2x2=4)	Duty staff	Weekly

Area 3 - Dining room / cafe-style room



Photo - Room 3 - Dining room / cafe-style room.

Hazard / concern identified from photo	People at risk	Existing / recommended controls	Risk rating	Owner	Timescale / review
Dining tables and mixed chairs may create narrow routes between seated members	Members, wheelchair users and staff serving meals/drinks	Set table spacing to allow safe access, especially for wheelchairs and walking aids; avoid placing chairs in exit routes.	Medium (3x2=6)	Centre lead / catering staff	Before meals
Cutlery, glasses and table settings present breakage, sharp-edge and choking risks if unsupervised	Members, visitors and staff	Use appropriate crockery/glassware for member needs; collect breakages immediately; supervise mealtime activities and clear tables promptly.	Medium (2x2=4)	Catering / duty staff	Each meal service
Hot drinks, hot food or serving areas may cause scalds or burns	Members and staff	Serve hot drinks at safe temperature; keep kettles/urns in staff-controlled areas; use lidded cups where assessed as needed.	Medium (3x2=6)	Catering lead	Each service
Wheelchairs/walking aids stored near doors or wall areas may obstruct evacuation or circulation	Members, visitors and staff	Park mobility equipment in a designated area, not in front of exits, call points or extinguishers; check after arrivals.	Medium (3x2=6)	Duty staff	Daily
Piano and furniture edges may be collision hazards during busy sessions	Members with dementia or visual impairment	Keep clear walking routes around fixed furniture; avoid placing chairs too close to corners; review layout for high attendance	Low/Medium (2x2=4)	Centre lead	Monthly

Photo-based draft - verify on site before sign-off

## Room 4 - Small meeting / quiet activity room



Photo - Room 4 - Small meeting / quiet activity room.

Hazard / concern identified from photo	People at risk	Existing / recommended controls	Risk rating	Owner	Timescale / review
Small room with large table may restrict movement and emergency exit from seats	Members, visitors and staff	Limit room numbers to safe capacity; keep at least one clear route to the door; seat higher-risk members nearest accessible exits.	Medium (3x2=6)	Centre lead	Before use
Tables on wheeled bases may move unexpectedly during seated activities	Members and staff	Lock table wheels where fitted; check table stability before use; avoid leaning or using table for transfers unless designed for this.	Medium (2x2=4)	Duty staff	Each use
Loose remote controls/activity items on table can be misplaced or become trip/fall hazards if dropped	Members and staff	Keep small items in a tray or storage point; clear floor after activities; avoid clutter at table edges.	Low/Medium (2x1=2)	Activity staff	Each use
Window blinds and cords/controls may present entanglement or distraction risks	Members, visitors and staff	Keep blind cords secured or use safety cleats; check blinds operate correctly; manage glare to reduce confusion.	Medium (2x2=4)	Centre lead	Monthly
Chair stability and mixed seating support may affect safe transfers	Members with reduced mobility	Provide chairs with arms where needed; check chair condition; remove unstable seating from use.	Medium (2x2=4)	Duty staff	Monthly

## Cross-centre controls to apply in every room

- Complete a documented opening check before members arrive: exits, floor condition, lighting, toilets, heating/ventilation, first-aid kit, call points and fire extinguishers.
- Keep emergency exits, fire equipment, call points and evacuation routes clear at all times; record and escalate defects immediately.
- Maintain clear, uncluttered walkways and avoid last-minute furniture changes once members are in the room.
- Review room layouts against the needs of members attending that day, including dementia, mobility, visual impairment, continence, fatigue and sensory needs.
- Ensure electrical items, TV/AV equipment and extension leads are PAT-tested where required and that cables are controlled.
- Staff and volunteers to know evacuation, safeguarding, first-aid, incident reporting and missing-person procedures.
- Record incidents, near misses and hazards; review this risk assessment after any incident, layout change or building change.

## Priority action plan

No.	Action required	Owner	Timescale	Status
1	Confirm named room titles, maximum room capacities and any restricted-use areas.	Centre lead	Before sign-off	Open
2	Confirm all fire exits, call points and extinguishers are clear in each room layout.	Duty staff	Daily opening check	Open
3	Review AV/speaker/TV cable management and add cable covers or routing where needed.	Centre lead / AV lead	Within 2 weeks	Open
4	Agree standard safe layouts for high-attendance activity, dining and quiet room sessions.	Centre lead	Within 1 month	Open
5	Check seating condition and identify higher/supportive chair options for transfers.	Centre lead	Monthly	Open

## Sign-off and review

<b>Assessment completed by</b>	Andrew Gill Dementia Active CEO
<b>On-site check completed by</b>	Andrew Gill and Joanne Gill
<b>Date approved</b>	6 <sup>th</sup> June 2026
<b>Next review date</b>	6 <sup>th</sup> June 2027