

Dementia Active - Bicester Centre

Room-by-Room Risk Assessment - Photo-Based Draft with Room Photographs

Prepared for: Dementia Active

Prepared by: Andrew Gill / centre team

Centre: Bicester smaller centre

Capacity / use: 24 places per day; two session rooms, larger room doubles as function room; dining room; two toilets; small kitchen

The photographs show the main session/function rooms and dining use. Toilets and the small kitchen were not photographed, so those sections include standard controls that must be checked in person.

Risk rating method

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

Score	Severity guide	Likelihood guide
1	Minor injury / low impact	Rare or very unlikely
2	Moderate injury / disruption	Possible
3	Serious injury / significant disruption	Likely or could occur without controls
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	Action required urgently before activity continues, or activity must be adapted/stopped

Room-by-room assessment

Room 1 - Larger session room / function room



Photo - larger session room / function room with AV screen, tables, seating and refreshments area.

Hazard / concern identified from photo or room use	People at risk	Existing / recommended controls	Risk rating	Owner	Timescale / review
Flexible table layout may restrict movement when set for activities or events.	Members, wheelchair users, staff, volunteers and visitors	Set a maximum safe layout for daily sessions and functions. Maintain clear routes to exits, seating, refreshments and toilets. Leave turning space for wheelchairs and walking aids.	Medium (3x2=6)	Centre lead / duty staff	Before each session or function
AV screen, speaker, cables and electrical equipment create trip or electrical hazards.	Members, staff, performers and visitors	Keep cables behind furniture or use cable covers. Do not trail cables across walkways. PAT test portable electrical equipment and visually check plugs, leads and sockets.	Medium (3x2=6)	Activity / AV lead	Each setup; PAT schedule
Refreshments station with hot water urns / drinks equipment may present scald, burn and manual-handling risks.	Members, staff, volunteers and visitors	Hot drinks to be prepared or supervised by trained staff/volunteers. Keep urns stable and away from table edges. Use warning signage if required and do not allow unsupervised access for members at risk.	Medium (3x2=6)	Duty staff / catering lead	Each session
Mixed seating and chairs tucked around tables may create trip hazards or unstable seating choices.	Members and visitors, especially people with reduced mobility or cognitive impairment	Use stable chairs with arms for people needing support. Remove excess chairs. Check chair legs, feet and frames.	Medium (2x2=4)	Duty staff	Daily visual check

		Keep bags and coats off the floor.			
Function use may increase occupancy, noise and sensory stimulation.	Members living with dementia, visitors and staff	Set room capacity for functions. Provide a quieter space and allow people to leave easily. Staff to monitor distress, fatigue or overstimulation.	Medium (3x2=6)	Centre lead / event lead	Before functions

Room 2 - Smaller session room / meeting room



Photo - smaller session room with boardroom-style layout and emergency exit door.

Hazard / concern identified from photo or room use	People at risk	Existing / recommended controls	Risk rating	Owner	Timescale / review
Boardroom table layout leaves limited internal circulation and may make evacuation slower.	Members, wheelchair users, staff and visitors	Keep one side or end clear for access. Avoid overcrowding. Confirm the emergency exit and push bar are clear and usable before each session.	Medium (3x2=6)	Duty staff	Before each session
Sunlight and blinds may create glare or changes in floor visibility.	Members with dementia, visual impairment or mobility difficulties	Adjust blinds to reduce glare. Keep floor areas clear and use consistent lighting. Check for shadows or bright patches that could be misinterpreted.	Medium (2x2=4)	Activity lead	During setup
Tables and chairs may move during activities or when people lean for support.	Members, staff and volunteers	Ensure tables are stable and wheels/feet are secure. Do not allow tables to be used as walking supports unless stable. Offer appropriate mobility support.	Medium (2x2=4)	Duty staff	Daily visual check
Wall-mounted mirror or display items could become a hazard if	Members, staff and visitors	Check fixings during routine building checks. Report loose	Low (2x1=2)	Centre lead / maintenance	Monthly; as noticed

Dementia Active - Bicester Centre | Room-by-Room Risk Assessment

insecure.		fixtures immediately and remove access to the area until repaired.			
Emergency exit route may be confused with normal circulation route.	Members living with dementia and visitors	Use clear signage and staff guidance. Ensure door furniture, signage and exit instructions are familiar to staff and volunteers.	Medium (3x2=6)	Centre lead	Induction and drills

Room 3 - Dining room

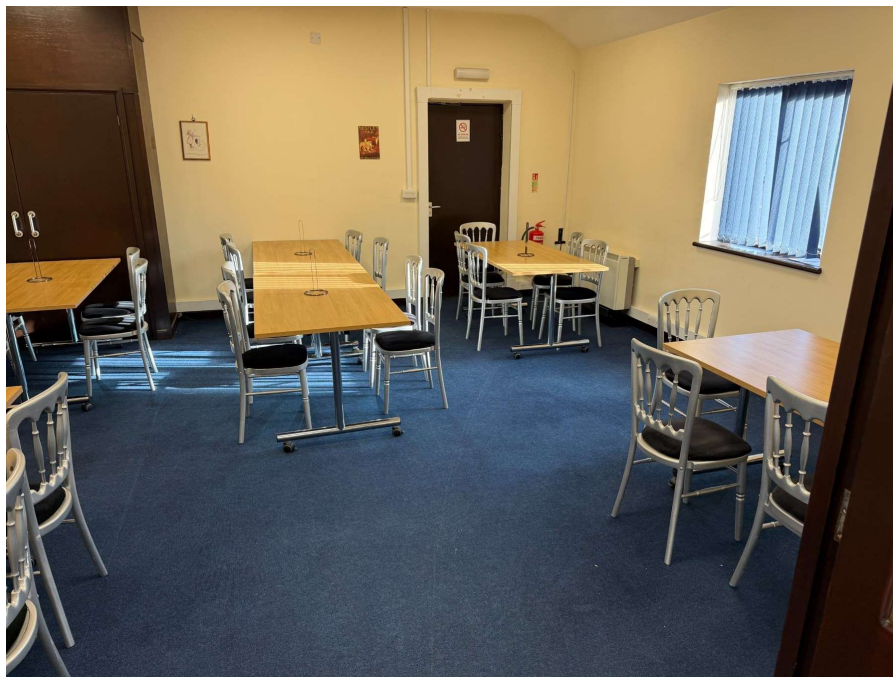


Photo - dining room layout with small tables, chairs, fire extinguisher and window blinds.



Photo - dining room in use, showing meal service seating and table settings.

Hazard / concern identified from photo or room use	People at risk	Existing / recommended controls	Risk rating	Owner	Timescale / review
Dining tables and chairs create narrow	Members, wheelchair users, staff and	Set tables to allow safe circulation and	Medium (3x2=6)	Centre lead / catering staff	Before every meal service

Photo-based draft - to be confirmed by on-site walk-round inspection before sign-off

Dementia Active - Bicester Centre | Room-by-Room Risk Assessment

routes between seats, especially when occupied.	volunteers serving meals	wheelchair access. Keep a clear route to the door, toilet route and exit. Staff to assist members when sitting and standing.			
Hot food, hot drinks and crockery may cause burns, scalds or spills.	Members, staff, volunteers and visitors	Serve hot items carefully and avoid passing hot drinks over people. Use lidded cups or handled mugs where appropriate. Clean spills immediately and place wet-floor warning if needed.	Medium (3x2=6)	Catering lead / duty staff	Every meal service
Cutlery, glasses and table settings may increase risk of cuts, choking, confusion or inappropriate use.	Members, particularly those with swallowing difficulties or cognitive impairment	Use person-centred dining risk information. Provide adapted cutlery/crockery where required. Staff to monitor eating, drinking and choking risks in line with care plans.	Medium (3x2=6)	Care / duty staff	Every meal service
Chairs without arms and lightweight furniture may not provide enough support.	Members with reduced mobility, poor balance or fatigue	Allocate supportive seating for individuals who need it. Check chair stability. Encourage staff assistance when transferring.	Medium (2x2=4)	Duty staff	Daily
Fire extinguisher and exit area must remain accessible.	Everyone in the centre	Do not store furniture, bags or equipment in front of extinguishers, fire doors or call points. Include in opening checks.	Medium (3x2=6)	Opening staff / fire marshal	Daily opening check

Rooms 4 and 5 - Toilets

No toilet photographs were supplied for this draft. Controls below must be confirmed by an on-site inspection of both toilets.

Hazard / concern identified from photo or room use	People at risk	Existing / recommended controls	Risk rating	Owner	Timescale / review
Wet floors, spillages or poor drainage may cause slips.	Members, staff, volunteers and visitors	Check floors throughout the day. Clean and dry spillages immediately. Use wet-floor signage only while cleaning and remove it when no longer needed.	Medium (3x2=6)	Duty staff / cleaning contractor	Opening, midday and closing checks
Members may need assistance with orientation, transfers or continence needs.	Members living with dementia and mobility difficulties; staff supporting them	Provide discreet support and clear signage. Follow care plans and moving/handling guidance. Maintain dignity and privacy at all times.	Medium (3x2=6)	Care staff / duty lead	Each use as required
Grab rails, toilet seats, locks and call bells may be faulty or unsuitable.	Members, staff and visitors	Check rails, seats, locks, lighting and call bells during routine checks. Report defects and restrict use if unsafe until repaired.	Medium (3x2=6)	Centre lead / maintenance	Weekly and as reported
Cleaning chemicals and sanitary waste could be accessed inappropriately.	Members, visitors and cleaning staff	Store cleaning products securely and in original containers. Keep bins serviced and lids functional. Follow COSHH controls.	Medium (2x2=4)	Centre lead / cleaning contractor	Ongoing

Room 6 - Small kitchen

No kitchen photographs were supplied for this draft. Controls below must be confirmed by an on-site inspection and aligned with food hygiene procedures.

Hazard / concern identified from photo or room use	People at risk	Existing / recommended controls	Risk rating	Owner	Timescale / review
Hot surfaces, kettles, urns, ovens or microwaves may cause burns or scalds.	Staff, volunteers and members if entering the kitchen	Kitchen access to be staff/authorised volunteers only unless supervised. Keep hot items away from edges. Use oven gloves and safe carrying procedures.	Medium (3x2=6)	Catering lead / duty staff	Every use
Food hygiene risks including cross-contamination, allergen exposure and incorrect storage temperatures.	Members, visitors, staff and volunteers	Follow food hygiene procedures, allergen information and fridge/freezer temperature checks. Label foods and separate raw/cooked items where relevant.	Medium (3x2=6)	Catering lead	Daily; per food safety records
Slips from spills, dropped food or wet mopping.	Staff and volunteers using the kitchen	Clean spills immediately. Keep floor clear and dry. Use suitable footwear and do not leave boxes or stock on the floor.	Medium (2x2=4)	Kitchen users / cleaning staff	During and after service
Sharp knives, cleaning chemicals and appliances could be accessed by unauthorised people.	Members, visitors, staff and volunteers	Store knives and chemicals securely. Switch off appliances when not in use. Keep kitchen door/area controlled during sessions.	Medium (3x2=6)	Centre lead / catering lead	Ongoing
Manual handling of stock, drink containers and catering supplies.	Staff and volunteers	Use smaller loads, trolleys where available, and team lifting for heavy items. Store heavier items between knee and shoulder height.	Medium (2x2=4)	Centre lead / catering lead	During deliveries and setup

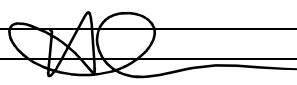
Whole-centre controls for Bicester

Control area	Required control / check	Frequency / responsibility
Capacity and layout	Confirm safe maximum capacity for the whole centre and each room. The centre is described as 24 places per day; room layouts must still allow safe movement, wheelchair access and evacuation.	Centre lead - review when layouts change
Fire safety	Keep fire exits, call points, extinguishers and escape routes clear. Staff and volunteers to know evacuation roles and support needs for members.	Daily checks; drills and induction
Opening checks	Walk-round before members arrive: floors, lighting, heating/cooling, cables, furniture stability, toilet condition, kitchen safety and trip hazards.	Opening staff - daily
Dementia-friendly environment	Maintain clear routes, reduce clutter, manage glare/noise, provide orientation cues and ensure members can access a quiet space if distressed or fatigued.	All staff - ongoing
Incident reporting	Record accidents, near misses and environmental concerns. Review patterns and update this risk assessment when controls change.	Duty lead - every incident and review meeting
Infection prevention	Hand hygiene, cleaning of tables/chairs/toilets/kitchen touchpoints, safe waste disposal and ventilation where possible.	Duty staff / cleaning contractor - daily

Priority action plan

Action required	Priority	Person responsible	Target date	Completed / comments
Complete an on-site walk-round to confirm the two toilets and small kitchen arrangements, including grab rails, call bells, COSHH storage, food hygiene checks and access control.	High	Centre lead / H&S lead	Before sign-off	
Confirm maximum safe room capacities and preferred dementia-friendly layouts for 24-place daily operation and for any function-room use.	High	Centre lead	Before next function / review	
Check and document all cable management for AV equipment, screens, speakers and any portable electrical equipment.	Medium	Activity / AV lead	Within 2 weeks	
Introduce a daily opening checklist covering exits, floors, furniture stability, toilets, kitchen, lighting, heating/cooling and trip hazards.	Medium	Duty lead	Immediate	
Review dining arrangements for assisted seating, wheelchair access, choking-risk supervision, hot drink controls and spill response.	Medium	Catering lead / duty staff	Before next meal service review	

Sign-off and review

Assessor name	Andrew Gill
Assessor signature	
Date of on-site confirmation	14/6/2026
Next review date	14/6/2027
Manager sign-off	Heather Haymes

This assessment should be reviewed at least annually, after any incident or near miss, after changes to layout/use, or when there are changes in members' needs, staffing, building arrangements or equipment.