

Juniper Treehouse Visit Risk Assessment			
For clients visiting Juniper TreeHouse for Assessment and Therapy Sessions			
To be completed for			
All clients who may be attending Juniper TreeHouse for the purpose of assessment or intervention			
At site location			
Juniper TreeHouse, Unit 3, LS17 Business Centre, Nursery Lane, Alwoodley, Leeds, LS17 7HW			
Risk Assessment Reference	RA-ACTIVITY –SESSION VISIT		
Brief description of activity and people at risk:			
<ul style="list-style-type: none"> <li>• Clients (Children/ Young People who are accessing therapeutic services)</li> <li>• Their parents/ carers</li> <li>• Occupational Therapists</li> <li>• Other users of the building</li> </ul>			
Prepared By (Name and Designation)			
Emma Shedlow, Director			
Date of Completion			
June 2021			
Person in Control, with the authority to stop the visit at any stage			
<ul style="list-style-type: none"> <li>• Named Occupational Therapist</li> <li>• Parent/ Carer</li> </ul>			
Initial preparations for the visit			
<ul style="list-style-type: none"> <li>• To share the 'Juniper TreeHouse' webpage with clients and their parents/ carers in advance of their attendance, to provide information and photographs of the setting</li> <li>• To offer an initial visit for parent/ carer without the client present to assess possible risks and ensure the setting is suitable</li> <li>• To maintain up to date risk assessments as per Professional requirements</li> </ul>			
Potential Hazards Include:			
X	Moving vehicles	X	Trap Injuries
X	Slip/trip hazards	X	Workplace maintenance/ building works
X	Chemical hazards	X	Safeguarding
X	Open balcony areas	X	Allergens
X	Fire/explosion	X	Unlocked doors
X	Interaction with the general public		
<i>This is not an exhaustive list; other hazards may become apparent</i>			

Step 1: Entering and Exiting the Building
<p><b>Hazards</b></p> <p>Moving vehicles</p> <p><b>Risks</b></p> <p>Injury to client from poor safety awareness or impulsive/ dysregulated behaviour</p> <p><b>Equipment Required</b></p> <p>Not applicable</p> <p><b>Controls Required and System of Work</b></p> <ul style="list-style-type: none"> <li>• Carpark Scored Risk Assessment Matrix completed, to be reviewed annually at a minimum.</li> <li>• Information to be sent to parents/ carers in advance of visiting Juniper Treehouse to ascertain if they feel the client can safely manage the carpark.</li> <li>• Identifying in advance where Disabled Parking is located, immediately outside the doors to the building, to reduce exposure to traffic for clients with a Blue Badge.</li> </ul>
Step 2: Walking to and from the Therapy Room within the Building ('Juniper TreeHouse')
<p><b>Hazards</b></p> <ul style="list-style-type: none"> <li>• Open balcony area</li> <li>• Members of the public (from other offices)</li> <li>• Accessing a large staircase or Disabled Lift</li> <li>• Trap injuries</li> <li>• Slip/ trip hazards</li> <li>• Unlocked doors</li> <li>• Chemical hazards</li> <li>• Allergens</li> </ul> <p><b>Risks</b></p> <ul style="list-style-type: none"> <li>• Client falling from an open balcony or attempting to climb on the bannisters</li> <li>• Distress to the client from a member of the public inadvertently doing something unpredictable or unexpected (e.g., talking loudly)</li> <li>• Distress to the client from ascending a large staircase, or needing to use a lift to access the therapy space</li> <li>• Risk of injury if a client traps their fingers in a door</li> <li>• Risk of injury to client or parent/ carer if objects or items are left in communal areas by other building users, maintenance or building workers.</li> <li>• Client may abscond from the building onto a Fire Escape Route (onto a rooftop or high balcony)</li> <li>• Building cleaners/ contractors/ users may have chemical products (e.g., cleaning products)</li> </ul> <p><b>Equipment Required</b></p>

Not applicable

**Controls Required and System of Work**

- Foyer Area Scored Risk Assessment Matrix completed, to be reviewed annually at a minimum.
- Information to be sent to parents/ carers in advance of visiting Juniper Treehouse to ascertain if they feel the client can safely manage in a building whereby there is an open balcony, where there are other members of the public, and with staircase/ lifts
- Clients should be constantly and closely supervised by their parent/ carer when in the building. In some circumstances, it may be appropriate for the Occupational Therapist to supervise the client, by prior agreement only.
- No doors need to be accessed other than to the Therapy Room; clients to be supervised to ensure they do not attempt to access other offices and are not close enough to trap their fingers as others move through these doorways.
- Communicate to clients and parents/ carers when/ if we are aware of any slip/ trip hazards, for example planned or scheduled maintenance work taking place in the building
- Place a low, unclimbable barrier in front of identified hazards with clear signage to indicate to clients, parents and carers areas of the building which should not be used.
- Client must always be supervised when moving around the building. Electronic door exit button on main entrance/ exit.
- Building management company, landlord, and cleaners aware that children are accessing the space. Building cleaning supplies to be kept in a locked cupboard. Juniper Tree Therapy cleaning supplies to be kept in a locked cupboard, with COSHH compliance.

**Step 3: Accessing Assessment/ Intervention in the Therapy Room**

**Hazards**

- Unlocked doors
- Safeguarding
- Fire/ Explosion

**Risks**

- Client may abscond from the building onto a Fire Escape Route (onto a rooftop or high balcony)
- Unsupervised access to members of the public
- Difficulty safely evacuating the Therapy Room

**Equipment Required**

- Magnetic Lock Systems

**Controls Required and System of Work**

- Sensory Integration Room and Toilet Scored Risk Assessment Matrix completed, to be reviewed annually at a minimum.
- Egress and Fire doors within the Therapy Room require a Magloc to open (which the Therapist can access). Other doors to be kept closed.

- Information to be sent to parents/ carers in advance of visiting Juniper Treehouse to ascertain if they feel the client can safely manage in a building whereby there is an open balcony, where there are other members of the public, and with staircase/ lifts
- Clients should be constantly and closely supervised by their parent/ carer when in the building. In some circumstances, it may be appropriate for the Occupational Therapist to supervise the client, by prior agreement only.
- No doors need to be accessed other than to the Therapy Room; clients to be supervised to ensure they do not attempt to access other offices and are not close enough to trap their fingers as others move through these doorways.
- Communicate to clients and parents/ carers when/ if we are aware of any slip/ trip hazards, for example planned or scheduled maintenance work taking place in the building
- Risk assessment sent to client/ parents/ carers in advance of their visit to identify whether an individualized fire evacuation plan is required. This should be in place prior to the first visit.