PLEASE NOTE THAT THIS DOCUMENT IS INTENDED TO PROVIDE GUIDANCE FOR DIRECT PAYMENT USERS. YOU MAY WISH TO ADD TO OR EDIT THIS DOCUMENT TO MEET YOUR REQUIREMETS. THE COUNCIL DOES NOT TAKE RSESPONSBILITY FOR THIS DOCUMENT, RECRUITMENT OR EMPLOYMENT OF PERSONAL ASSISTANTS.

**Sample risk assessment**

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| **Step 1****What are the hazards?** | **Step 2****Who might be harmed and how?** | **Step 3****What are you already doing?** | **What further action is necessary?** | **Step 4****How will you put the assessment in action?** |
| Spot hazards by:* Looking at your ‘safety in the home’ checklist.
* Visiting the ‘your industry’ area of the HSE website or calling the HSE infoline.
* Calling the Workplace Health Connect Adviceline or visiting their website.
* Checking manufacturer’s instructions
* Contacting your Direct Payment Support Service.
 | Identify possible people. Remember:* Some workers have particular needs.
* People who may not be in your home all the time.
* Visitors.
* Think about how your work affects others present.
* See how the hazard could cause harm.
 | List what is already in place to reduce the likelihood of harm or make any harm less serious | You need to make sure that you have reduced risks ‘so far as is practicable’. List what more needs to be done. | Remember to prioritise. Deal with those hazards that are high-risk and have serious consequences first. |
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| **Step 5****Review date:** |  |

* Review your assessment to make sure you are still improving, or at least not sliding back.
* If there is a significant change in your home, remember to check your risk assessment and, where necessary, amend it.