

LOCAL RISK FACTORS

ADVERSE WEATHER	
Has your service been affected by flooding due to rivers, the sea, flash flooding, leaks or other maintenance problems? Include near misses.	
Is your service located in, or does it operate in, an area recognised as being at risk of flooding?	
If the service is at risk of flooding, consider what practical steps could be taken to reduce the risk or to make a flood easier to manage. This could include writing a detailed plan in case there is a flood; ensuring that there are arrangements for sandbags to be provided; choice of floor coverings and décor in areas of the building at risk; if a driveway may be flooded, thinking about how it would be marked in a flood and considering a depth indicator; having some spare wellington boots available in case they are needed; etc. Add any relevant actions to your action plan.	
Has your service been badly affected by snow, ice or other severe winter weather?	
Does the location of your service, the needs of the people it supports, or the distance staff have to travel make it vulnerable to severe winter weather?	
Are your arrangements for gritting and for snow to be cleared up to date?	
If your service is particularly vulnerable to severe winter weather, consider what additional actions you could take in preparation and add them to your action plan for snow, ice and other severe winter weather.	

CATERING (WHERE APPLICABLE)	
Have you experienced any difficulty maintaining usual catering for the people you support, for example due to problems with equipment, shortage of cooks, or problems with supplies?	

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Is there any reason to think that you could be particularly vulnerable to the kind of problems that could disrupt catering provision in the future?	
If you have identified any additional vulnerabilities, think about what you could do to make the service less vulnerable and add any actions to your action plan.	

FUEL SHORTAGE	
How vulnerable would your service would be if there was a fuel shortage; for example, do staff need to drive a lot to get to work or while they are working?	
Is there anything you can reasonably do in advance to make the service less vulnerable? For example, recruiting more local staff; making advance arrangements with other services to share staff; etc.	

HEATWAVE (BUILDINGS BASED SERVICE)	
How easy is it to keep your service cool in prolonged very hot weather?	
Is there at least one accessible room that you are confident could be kept below 26 degrees Celsius?	
If it is difficult to keep the home cool, or you are not confident that there is a room that could be kept below 26 degrees Celsius, review the possible actions and adaptations listed in the annual heatwave advice issued by Public Health England. Add any actions you decide on to your action plan.	

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MAJOR LOCAL INCIDENT DUE TO TERRORISM, CIVIL DISTURBANCE, INDUSTRIAL ACCIDENT ETC.	
Has your service been affected by any incidents of this kind in the past?	
Is there any reason to think that the location of your service makes this a bigger risk – for example are there any local plants or activities that could lead to a problem?	
If you have identified any additional vulnerabilities, think about what you could do to make the service less vulnerable and add any actions to your action plan.	

STAFFING SHORTAGE	
Are there any critical tasks that depend on the skill or knowledge of only one or two people?	
If there are, consider training other staff to cover if necessary and note any actions on your action plan.	
How much flexibility would you have in being able to maintain the service, either at its usual level or at a minimum safe level, if several team members were absent at the same time?	
Less flexibility indicates a higher risk. Options to reduce risk could include: reviewing the make-up of the staff team, for example with more part time or bank staff; reviewing agency arrangements; making arrangements for support from neighbouring services; if the problem is that of staff not being able to travel, arranging for staff to work at the service they are nearest to; temporarily changing roles within the team, focusing on the most important tasks; reducing staffing levels to the agreed minimum level or, in community services, prioritising support to people who would be most vulnerable to delays or cancellations of their service.	
Has your service previously experienced regular staff shortages that have affected the delivery of the service?	
If it has, the underlying reason(s) should be sought and resolved if possible. Add any actions to your action plan.	

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EQUIPMENT FAILURE	
<p>Review how vulnerable your service is to the risk of equipment failure and list any items that may be of concern. Consider for example:</p> <ul style="list-style-type: none">• Any areas of a building that are only accessed by one lift.• Any other key equipment of which there is only one item, for example if there is only one tumble drier in a care home.• Any key equipment that has a history of unreliability.	
<p>For each item identified, consider (i) any actions you can reasonably take to reduce the service's vulnerability to the possible failure of this item of equipment; and (ii) the practical plan of what to do if the item of equipment does fail. This could include:</p> <ul style="list-style-type: none">• Considering whether there is any equipment that needs to be replaced.• Where budgets allow, the purchase of addition items of equipment to reduce the impact if one fails.• Where possible in a care home, accommodating the people who are least mobile in areas of the home not dependent on a single lift. <p>If equipment does fail, action could include:</p> <ul style="list-style-type: none">• Using equipment at a neighbouring service or using an external service.• Considering the possibility of a temporary replacement being hired until a repair has been completed.• In the event of a care home lift failure where people can't access communal areas, providing meals and activities on the same floor as people's bedrooms.	
<p>Record the actions you decide on in your action plan.</p>	

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LOSS OF ACCESS TO IT OR TELEPHONES

List each IT system that you use in your service. For each one, record whether you have experienced any loss of access to this system over the last year, and how big a problem it would be if access were to be lost in future.

System	Any loss of access over the last year	How big a problem would it be if access was lost?

For each system for which you have identified that a loss of access would cause significant difficulty, note in your action plan any advance steps you can take to minimise the impact, and what you would do if access was lost.

LOSS OF UTILITIES (ELECTRICITY, GAS OR WATER)

For each of the utilities on which you depend, identify whether you have experienced any loss of access over the last year, and whether there are any particular reasons why the service might be more vulnerable to the loss of this utility. This could for example be due to a history of unreliable supply, the design or location of the service, or the needs of the people it supports.

Utility	Any loss of access over the last year?	Any particular reasons why the service might be more vulnerable to the loss of this utility?
Electricity		
Gas		

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Water		
<p>If you have identified any particular reasons why the service might be more vulnerable to the loss of this utility, consider any additional actions that could reasonably be taken to reduce the level of vulnerability and add them to your action plan.</p>		

PANDEMIC FLU OR OTHER SIMILAR WIDESPREAD INFECTIOUS DISEASE

<p>Are the staffing arrangements for your service particularly tight or inflexible – for example if you have no ability to reduce staffing levels in an emergency situation?</p>	
<p>Are there any parts of the service or furniture or equipment within it that make infection control more difficult?</p>	
<p>Are there any other aspects of the building or the operation of the service that could make it particularly vulnerable in the event of a pandemic?</p>	
<p>If you have identified any additional vulnerabilities, think about what you could do to make the service less vulnerable and add any actions to your action plan.</p>	

ANY ADDITIONAL LOCAL RISK AREAS

<p>Please list any additional local risk areas and, for each identified, note whether you have agreed and recorded additional actions.</p>	

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