


Client Home Safety Checklist



DATE INSPECTED: _____.

INSPECTING CO-ORDINATOR/ANGEL
NAME: _____

NAME OF CLIENT:	
ADDRESS:	
Step	Actions to Complete this Checklist
1	Inspect the home for all checklist questions listed in pages 1,2,3. Look for any risk- hazards.
2	If the answer is “yes” place a  to show there is no risk to client, Angel or others for that checklist question. If the answer is “no” write the risk-hazard/s in the next column.
3	For any identified risk-hazard/s, refer to the Hazard Matrix colours for that risk occurring. Red or amber = treat the risk now (write the completed treatment in the next column). Yellow , write the suggested treatment alongside and do it when you can advising co-ordinator, Green = treat when you can and write onto this checklist.
4	Use the “Risk-treatment Suggestions” at the end of this document for ideas to treat/manage risk. Also there is an Instructional Video on YouTube (DAA Coordinators have the internet link). The DAA Coordinator must initial this Checklist. It should be stored in the client’s file.

Hazard Matrix		LIKELIHOOD		
		Certain to occur	Likely to occur	Unlikely to occur
CONSEQUENCE	Life-threatening or cause serious injury (hospital)	red	red	amber
	Cause lasting injury or significant damage.	red	amber	yellow
	Cause minor damage or first aid	amber	yellow	green

Risk-Hazards Checklist questions	Yes (tick)	If no, what are the risk-hazard/s? What colour from hazard matrix?	What treatment/s are needed to manage the risk/s? red or amber = do now!	Treated? Yes/No
Able to leave the home quickly in an emergency?				
Floor surfaces are safe and free of trip hazards – including steps?				
The client or anyone else in the home is not showing any signs of aggression, agitation or violence?				
Home occupants seem free of infectious diseases?				
Is it generally clean, uncluttered?				
Lighting inside/outside adequate?				

Risk- Hazards checklist questions	Yes (tick)	If no, what are the risk-hazard/s? What colour from hazard matrix?	What will be needed to manage the risk/s? red or amber = do now!	Treated? Yes/No
Doorways, sinks and drains are clear?				
Firearms (if any) are stored safely?				
No suspicious drugs/syringes?				
The smoke detectors work?				
Temperature is adequate?				
Pets seem under control?				
You are able to work in a smoke-free environment?				
Amenities and Facilities: checked heights of beds, chairs, tables for suitability?				
If client requires lifting there is a hoist in good working order?				
Angel can do services alone?				
Food preparation area is clean?				
Furniture seems stable?				
Electrical cords, plugs and power points are not damaged, are not near water and are easy to access?				
Bath and/or shower easy to access?				
Heaters seem safe?				
First-aid kit available?				
Washing machine, iron and ironing board work?				
Stove and kitchen equipment working?				

Risk-Hazards checklist questions	Yes (tick)	If no, what are the risk-hazard/s? What colour from hazard matrix?	What will be needed to manage the risk/s? red or amber = do now!	Treated? Yes/No
Hazardous Substances				
Are Material Safety Data Sheets for each substance available?				
Are the substances stored safely?				
Are the substances in their original container/s?				
If required are PPE – gloves, masks and other protective gear available?				
For Care Department Clients				
Is the DAA Care Plan and roster available? Attach Manual Handling assessment if required.				
Is the ACAT Care Plan available?				
Is an Angel's communication book available (or Care-Client Shift Notes)?				
The Client is co-operating with their care?				
Is there a Register of Injuries kept?				
Personal-Care equipment is in good order?				
Hand-held shower hose is available?				
Medication Blister-Pack (Webster)?				

Client's Home Safety Checklist – risk-treatment suggestions

These checklist risk-treatments are intended as a guide only and allow the identification of “other” risk treatments in agreement with the coordinator.

Risk Hazards Checklist - If the answer is “NO”	Possible hazard matrix colour	Risk treatment suggestions – use the best available treatment/s before you start.
Able to leave the home quickly in an emergency?	Red/Amber	<p>Ring your coordinator to discuss the following before you commence booking.</p> <p>Carry a mobile phone with you to call for assistance if needed. Hold a set of door keys on you during the booking.</p> <p>If doors must remain deadlocked during your booking, leave a key handy at a height or place that the client is not aware of/ or cannot reach.</p> <p>Clear blockages before you start.</p> <p>Alert a neighbour or Alert local police about your start and proposed finish times.</p>
Floor surfaces are safe and free of trip hazards – including steps?	Red/Amber or Yellow	<p>Wear rubber-soled shoes. Clean the floor surface and remove the trip hazards.</p> <p>Use a different pathway or doorway. Avoid walking on these areas in the dark.</p> <p>Ring your coordinator for other ideas and whether the following is appropriate:</p> <p>If the floor is level and not slippery put a heavy rug or runner over the floor hazard and remove it when you are finished.</p>
The client or anyone else in the home is not showing any signs of aggression, agitation or violence?	Red/Amber	<p>Ring your coordinator to discuss the following before you commence booking.</p> <p>Decline the booking. Alert the local police.</p> <p>Arrange to do the booking while the potentially harmful person is absent.</p>
Home and occupants seem free of infectious diseases?	Yellow	<p>Use extra PPE (Personal Protection Equipment) such as a face mask, goggles, etc</p> <p>Ring your coordinator for other ideas and refer to the DAA Infection Control Policy.</p> <p>Sterilise equipment. Ensure your vaccinations are up to date.</p>
Is it generally clean, uncluttered?	Amber or Yellow	<p>Try to clean using a system starting with main areas that would be unhealthy if left unclean and cluttered, and tell your coordinator, leave a note of your progress.</p> <p>For Hoarding immediately report to Coordinator for consultation with Office manager.</p>
Lighting inside/outside adequate?	Red/Amber	<p>Ring your coordinator. Use a torch for simple jobs outside and only if you require only one hand to do the job. Request the client to have extra lighting if possible.</p>

Risk Hazards Checklist - If the answer is "NO"	Possible hazard matrix colour	Risk treatment suggestions – use the best available treatment/s before you start.
Doorways and sinks and drains are clear?	Red/Amber	Clear them or request the client to show you a different one to use.
Firearms (if any) are stored safely?	Red/Amber	Ring your coordinator to discuss asking the client to store them safely
No suspicious drugs/syringes?	Red/Amber	Ring your coordinator to discuss asking the client to store them safely. Report further to CEO or COO of DIAL-AN-ANGEL.
The smoke detectors work?	Red/Amber	Ring your coordinator to discuss asking the client to repair them. Report further to CEO or COO of DIAL-AN-ANGEL.
Temperature is adequate?	Yellow or Green	<p>Open windows and/or doors but only if security issues allow. Eg if a child or other person can get into or out of home without permission you must not open doors or windows which could allow this.</p> <p>Request the client to use of their air-conditioner.</p> <p>Alter your clothing so you can remove or add layers of clothing to suit.</p> <p>Take breaks to cool down or warm up as appropriate by doing tasks in a cooler or warmer area.</p>
Pets seem under control?	All colours	<p>Will the pet create a problem or risk? If so Request the owner to restrain the pet.</p> <p>Put pets in an enclosed area after asking client's or coordinator's permission.</p>
You are able to work in a smoke-free environment?	All colours	<p>Ring your coordinator/office manager to discuss asking the client to smoke elsewhere safely. Report further to CEO or COO of DIAL-AN-ANGEL if this is not appropriate.</p> <p>Refer to the DAA Fire Safety Fact sheet.</p>
Amenities and Facilities: checked heights of beds, chairs, tables for suitability?		Adjust to suit your height requirements and those of the client but remember to put them back to their original height at the end of your booking.
If client requires lifting there is a hoist in good working order?	Red/Amber	Ring your coordinator to discuss asking the client to repair them. Report further to Office Manager or CEO or COO of DIAL-AN-ANGEL if this is not done.
Angel can do services alone?	Red/Amber	Ring your coordinator to discuss asking the client to allow assistance from DIAL-AN-ANGEL. If this is not done Report further to CEO or COO of DIAL-AN-ANGEL.
Food preparation area is clean?	Yellow or Green	Try to clean using a system starting with main areas that would be unhealthy if left unclean, tell your coordinator, leave a note of your progress if too little time to do all the necessary cleaning.

Risk Hazards Checklist - If the answer is "NO"	Possible hazard matrix colour	Risk treatment suggestions – use the best available treatment/s before you start.
Furniture seems stable?	All colours	Ring your coordinator to discuss asking the client to repair them. Report further to Office Manager or CEO or COO of DIAL-AN-ANGEL if this is not done. Use another piece of appropriate stable furniture as a substitute.
Electrical cords, plugs and power points are not damaged, are not near water and are easy to access?	Red/Amber	Ring your coordinator to discuss asking the client to repair them. If you feel it is necessary to remove an appliance, You should switch off appliances from the power point before removing the electrical cord by grasping it at the plastic plug and pulling gently from the power point. DONOT touch it if it looks damaged. Angels are not expected to use or clean any appliances that they consider may be in a damaged or risky condition. Report your actions to lower risks to coordinator or Office Manager immediately.
Bath and/or shower easy to access?	Red/Amber	Ring your coordinator to discuss asking the client to adjust them or the Care Plan. Use a shower hose. Client Care plan should be adjusted for the client to sit in a special commode or sturdy plastic chair if this is available. Report further to Office Manager or CEO or COO of DIAL-AN-ANGEL if this is not done.
Heaters seem safe?	Red/Amber	Ring your coordinator to discuss asking the client to repair them. Wear warmer clothing if you are cold. If you feel it is necessary to remove a heater, you should switch off a heater appliance from the power point before removing the electrical cord by grasping it at the plastic plug and pulling gently from the power point. DONOT touch it if it looks damaged. Angels are not expected to use or clean any appliances that they consider may be in a damaged or risky condition. Report your actions to lower risks to coordinator or Office Manager immediately.
First-aid kit available?	Yellow or Green	Ring your coordinator to discuss asking the client to obtain one. Report further to Office Manager or CEO or COO of DIAL-AN-ANGEL if this is not done.

Risk Hazards Checklist - If the answer is "NO"	Possible hazard matrix colour	Risk treatment suggestions – use the best available treatment/s before you start.
Washing machine, iron and ironing board work?	All colours	<p>Ring your coordinator to discuss asking the client to repair them.</p> <p>Wash small items in a sink if available but seek repair for your next booking.</p> <p>If you feel it is necessary to remove an iron, you should switch off it off from the power point before removing the electrical cord by grasping it at the plastic plug and pulling gently from the power point. DONOT touch it if it looks damaged.</p> <p>Angels are not expected to use or clean any appliances that they consider may be in a damaged or risky condition.</p> <p>Adjust the ironing board to suit your height.</p> <p>Report your actions to lower risks to coordinator or Office Manager immediately.</p>
Stove and kitchen equipment working?	All colours	<p>Ring your coordinator to discuss asking the client to repair them.</p> <p>Use a substitute appliance if you can use it safely. Eg a microwave for an oven.</p> <p>If you feel it is necessary to remove an appliance, you should switch off an appliance from the power point before removing the electrical cord by grasping it at the plastic plug and pulling gently from the power point. DONOT touch it if it looks damaged.</p> <p>Angels are not expected to use or clean any appliances that they consider may be in a damaged or risky condition.</p> <p>Report your actions to lower risks to coordinator or Office Manager immediately.</p>
Hazardous Substances		
Are Material Safety Data Sheets for each substance available?	All colours	<p>Ask the customer to advise where the Material Safety information is located.</p> <p>Use the internet to research or another similar product to check for precautions.</p> <p>Use a product that you have knowledge of instead - if it is appropriate for the job required.</p>
Are the substances stored safely?	All colours	<p>Ring your coordinator to discuss asking the client to store them safely.</p> <p>If you must do it, wear PPE, carefully label the container – leave a note for the client.</p>

Risk Hazards Checklist - If the answer is "NO"	Possible hazard matrix colour	Risk treatment suggestions – use the best available treatment/s before you start.
Are the substances in their original container/s?	All colours	Ring your coordinator to discuss asking the client to store them safely.
If required are PPE – gloves, masks and other protective gear available?	All colours	Ring your coordinator to discuss asking the client to provide them. If not then DIAL-AN-ANGEL can arrange for the PPE to be purchased for your next booking at the cost to the client.
For Care Department Clients		
Is the DAA Care Plan and roster available? Attach Manual Handling assessment if required.	All colours	Ring the coordinator and take a copy with you to the booking and store it in a safe and appropriate place. Refer to the DAA Manual Handling Fact sheet. Refer to The Client Care Folder. Often a good idea to store in Clients refrigerator for Privacy.
Is the ACAT Care Plan available?	All colours	Request the Plan from the client or Ring the coordinator and take a copy with you to the booking, store it in a safe, appropriate place for future eg Client Care Folder as above.
Is an Angel's communication book available (Or Care Client Shift Notes)?	All colours	Ring the coordinator and take one with you to the booking and store it in a safe and appropriate place. eg The Client Care Folder. Use Care Client Shift Notes.
The Client is co-operating with their care?	All colours	Is the unco-operation going to be a risk to your or the client's health? If so; Ring your coordinator to discuss asking the client to cooperate. If not then DIAL-AN-ANGEL can arrange for the client or the client's representative to be made aware of the non cooperation.
Is there a Register of Injuries kept?	Yellow or Green	Ring the coordinator and take a copy with you to the booking and store it in a safe and appropriate place. Refer to The Client Care Folder.
Personal Care equipment is in good order?	Amber, Yellow or Green	Ring your coordinator to discuss asking the client to provide new ones. If not then DIAL-AN-ANGEL can arrange for the personal care equipment to be purchased for your next booking at the cost to the client.
Hand-held shower hose is available?	Amber, Yellow or Green	Ring your coordinator to discuss asking the client to provide a shower hose if necessary. If not then DIAL-AN-ANGEL can arrange for one to be purchased for your next booking at the cost to the client.
Medication Blister-Pack (Webster)?	Red/Amber	Only approved <u>and</u> already measured, labelled and appropriately-dated dosage devices may be handed to clients who must be able to self-medicate. If not refer to Coordinator.