Procedure · HC-SOP-004 · Version 1.0 · Approved by the ASF Expert Committee

Supports: 29.11

At a glance

- A structured home safety assessment covers flooring, lighting, stairs, bathroom hazards and pathways, before care begins (HC-FRM-006).
- Each hazard has a remediation action, a responsible person and a deadline (HC-REG-001).
- The home is reassessed on a set schedule, not only at the start (29.14).
- Emergency access is confirmed (HC-FRM-007).
- Stop and get help straight away if: care starts in a home with stairs and no handrail, and no assessment done.

1. Purpose

To make sure each home is assessed, hazards are fixed, and the home is reassessed (29.11, 29.12, 29.14).

2. Scope

Applies to	Clinical and support staff in the hospital
Locations	All wards, clinics and departments of the facility
When	Whenever the activity described is carried out
Does not apply to	Activities covered by another document listed in section 15

3. Definitions

Term	Meaning
Clinical lead	The doctor or nurse in charge of the area at the time

4. Background

A home that has loose rugs, poor lighting or a slippery bathroom is a risk to the client before care even starts. A structured assessment before the first visit finds those risks.

5. Responsibilities

Role	Responsibility	Competence
Home care service lead	Owns the home safety process	Clinician or manager
Assessing nurse or supervisor	Carries out the assessment	Clinician

6. Materials and equipment

Item	Requirement	Condition
Records and forms named in this document	Current version	Checked before use

7. Safety

- Stop and call for help if a patient is at immediate risk. Do not delay urgent care to complete paperwork.

8. Before you start

- Confirm the forms and equipment named in this document are available and current.

9. Procedure

Step 1. Assess before care.

- Carry out the structured assessment on HC-FRM-006 before care begins.

Key point: Assessed.

Step 2. Remediate.

- Record each hazard on HC-REG-001 with an action, a person and a deadline.

Key point: Remediated.

Step 3. Reassess.

- Reassess the home on the set schedule.

Key point: Reassessed.

10. Decision points

- No decision points in this procedure.

11. Special situations

Situation	Action
Out of hours	Follow the same steps. Use the on-call contact on the wall of the area.

12. Escalation

- Any serious problem goes to the duty clinical lead at once and to the clinical director the same day.

13. Monitoring

Measure	Target	Frequency	Owner	If not met

Homes assessed before care and reassessed on schedule	100%	Monthly	Home care service lead	Escalate to medical director

14. Records

Record	Kept in	Retention
Record named in this document	Patient record or the area file	the period set by the facility’s records policy years

15. Training

- Staff are trained in this document at induction and refreshed each year, with a recorded competency check.

16. Related documents

ID	Title	Use
HC-FRM-006	Home safety assessment record	Record
HC-REG-001	Home hazard remediation register	Register

17. Evidence

Reference	Note
E-009	Based on the WHO Global strategy and action plan on ageing and health 2016-2030, WHO Integrated care for older people (ICOPE) guidelines (2017), and WHO guidance on migrant health.
E-006	ASF Policy Framework v1.2. Adapted.
E-009	ASF Expert Committee consensus.

18. Change history

Version	Date	What changed	Approval
1.0	the date of approval	First version	set Expert Committee approval

E-learning for this document

- Home Environment Safety Assessment (HC-03)

References

- Accréditation Sans Frontières (2026). ASF Policy Framework v1.2. (E-006)
- Accréditation Sans Frontières (2026). ASF Expert Committee consensus on Standard 1. (E-009)

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