



Hale Community Centre Risk Assessment

How was the risk assessment done?

The Community Centre Administrator followed the guidance in Five Steps to complete this risk assessment

www.hse.gov.uk/pubns/indg163.pdf

1. To identify the hazards, the Administrator:
 - looked at HSE's web pages for free health and safety advice and guidance for small businesses;
 - walked around the Centre, car park and other areas.
 - spoke to other users of the Centre, and to people who had done jobs at the Centre, to learn from their experience and to get their views on health and safety.
2. The Administrator then wrote down who could be harmed by the hazards and how.
3. Current and suggested controls were written down and then compared to the guidance on HSE's website.
4. The findings of the risk assessment were into practice.
5. The Administrator discussed the findings with the Centre Manager.

Much of the repair and maintenance work at the Centre is done by self-employed contractors, who have responsibility for their own health and safety

It has been agreed to review the risk assessment every year, or immediately if any changes occurred to the Community Centre or how the Centre was used.

This Risk Assessment will be shared with all staff, contractors and volunteers at the centre and will also be given to all users of the centre. A copy is available in the office.

What are the Hazards	Who might be harmed and how?	What are we already doing?	What further action is necessary?	Action by whom	Action by when?	Done
Slips, trips and falls	Users of the centre, staff, Volunteers and Hirers Potential injuries include fractures and bruising	No trailing cables No storage of items in corridors Additional lighting in carpark Parking space for users with disabilities closest to Centre. Door Mat at all entrances All spillages to be cleaned immediately- all users advised Step free access available	Remove the Threshold on fire exits Lighting to be checked on a regular basis	All Staff, volunteers, Hirers and centre users	Ongoing	
Hazardous substances e.g. cleaning products	Centre users, staff Cleaner, Volunteers, and Hirers may suffer skin irritation or poisoning	Cleaning products stored in dedicated locked cupboard		All Staff, Cleaner, volunteers and Hirers	Ongoing	

What are the Hazards	Who might be harmed and how?	What are we already doing?	What further action is necessary?	Action by whom	Action by when?	Done
Electricity	All users of the centre risk shocks and burns if equipment or installation were faulty.	<p>Appropriate equipment in place; checked and serviced regularly</p> <p>Fixed wiring inspected, tested and certificated</p> <p>Portable equipment tested annually.</p> <p>Users made aware they are responsible for their equipment on site and advised of need to check it.</p> <p>All electrical equipment checked for visual signs of damage before use.</p>	Repeat electrical testing every 5 years PAT testing annually	All Staff, volunteers, Hirers and users of the Centre	Feb 2023 (due Feb 2024) Ongoing	
Fire	All users of the Centre who might be trapped and suffer burns and smoke inhalation.	<p>Fire risk assessment completed.</p> <p>Fire alarm fitted.</p> <p>Fire alarm tested weekly.</p> <p>All Hirers made aware of the fire and evacuation procedures.</p>	Fire alarm system to be serviced every 6 months	Centre Administrator Staff, Volunteers and Hirers	Ongoing	

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Manual Handling	Users may suffer back injury when moving heavy items, e.g. tables and chairs.	Chair & Table Trolley available. Trolley made available to move heavy items. All Hirers are responsible for their own class, group or activity.		All Staff, volunteers, Hirers and centre users	Ongoing	
Working at Height	Anyone working at any height could suffer injuries, possibly very serious ones, should they fall. e.g. changing light bulbs, cleaning windows, putting up decorations etc.	Contractors needing to work at height should provide their own step-ladders which are appropriate for use and include these in their own Risk Assessment. All users of the centre who need to reach the higher shelves in the kitchen or storage cupboards should use the small step up stool. Centre step ladder should be used for changing light bulbs and putting up decorations.		All Staff, volunteers, Hirers, Contractors and centre users	Ongoing	

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Stored Equipment	Users could be injured by collapsing stacks	Tables should be correctly strapped when returned to the storage trolley Users know that they must stack chairs carefully so that they do not collapse or fall over Items should be stored sensibly and must not cause a risk to other users		All Staff, volunteers, Hirers	Ongoing	
Post COVID 19	All Staff volunteers Hirers and users who meet in groups may contract virus from others in the group	Although no current legal requirements, on COVID 19 remains prevalent remedies about good practises will be placed around Centre: ventilation, proper cleaning regime and the use of hand sanitiser available		All	Ongoing	