

Community Centre Risk Assessment

Activity/ Process/ Operation	What are the Hazards to Health and Safety	What Risks do they pose and to whom?	Risk Level H/M/L	What precautions have been taken to reduce the risk?	Risk Level Achieved H/M/L	What further action is needed to reduce the risk
Bar	Hot drinks & food	Burn injuries resulting from spilt hot food & drink	H	Staff must ensure only authorised personnel are in the kitchen and bar. Scooter, cycles and hover boards are banned in the bar area	L	No further action
Car park	Danger from moving vehicles	All car park users could be injured by moving vehicles	H	Signs advising users that using/parking in the car park is at their own risk	L	No further action
Changing light bulbs, cleaning windows, putting up decorations etc.	Working at height	Anyone working at any height could suffer injuries should they fall	M	Appropriate industrial stepladder securely stored and available for use. Users are responsible for using the stepladder safely. EMO's and cleaner ensure they know how to use the stepladder safely.	L	No further action required
Cleaning/Housekeeping	Hazardous	The cleaner, and other		Mops, brushes and rubber		Cleaners need to

	substances (cleaning products)	persons cleaning, risk skin problems, (dermatitis and eye damage, from direct contact with cleaning chemicals) and breathing problems	M	gloves & masks provided. Cleaning products marked. Cleaner to use products safely (follow instructions on label) Cleaning products stored securely	L	check for dry, red or itchy skin on their hands/body and any problems breathing; if present report to doctors for advice and report findings to the Clerk
General use of building	Fire, Smoke	Fatal injuries from smoke inhalation/burns to all users/visitors of the building	H	Please refer to Fire Risk Assessments	L	Inspections and maintenance schedules in place, including regular fire alarm testing & fire extinguisher checks
General use of building	Electricity	Users, Visitors, Contractors risk electric shocks or burns from faulty equipment or installation	H	Fixed installation correctly installed by qualified electrician. All repairs to be carried out by qualified electrician Portable equipment to be checked for visual signs of damage before use and PAT tested. Building users to be informed that they are responsible for inspecting any electrical equipment used/brought on site prior to use	L	All users to be made aware of the Parish Councils Building usage agreement relating to electrical equipment – to be communicated via bookings forms & user agreements No further action required
General use of building	Obstruction of gangs ways/corridors	Cuts, bruise & broken bones to all users	M	No obstructions must be placed in any gangways or corridors	L	All staff to be made away

Kitchen	Working with Cooker, fryers,	Anyone using cookers & fryer are at risk from injuries including burns	H	Cook and kitchen staff ensure they know how to use the kitchen equipment safely. Kitchen equipment PAT tested	L	No further action required
Outside equipment	Lawn mowers & strimmer	Anyone working with lawn mowers & strimmers could suffer injuries of cuts, burns from hot engines and injury from flying debris	H	EMO's ensure they know how to use the equipment and to wear protective clothing including metal toe boot and eye protection. Equipment needs regularly servicing	L	No further action required
Slips, Trips, Falls	Cuts, Bruises, Broken bones	All users of building, Visitors, Contractors	M	Inspections, Spillage to be cleared immediately, Carpet fixed in place, Non-slip flooring. Wet floor signs to be displayed	L	Daily/Weekly Inspection
Storage cupboard	Unsafe storage of items	Struck by collapsing stacks/falling objects	L	Storage cupboard kept closed users to be informed that they must stack tables and chairs carefully/safely so that they do not collapse.	L	Refer to user agreement forms