

RED LION HOUSE COMMUNITY CENTRE

**233 Horninglow Road North
Horninglow
DE13 0ST**

RISK ASSESSMENT

18 October 2021

MAJOR HAZARD RISK ASSESSMENTS

Significant Hazards	People at Risk	Controls	High/Medium/Low Risk
Slips Trips and Falls	Users and Visitors	.Regular centre inspections to identify hazards	Low
Security	Users and Visitors	The building has: <ul style="list-style-type: none"> • An access control system for entrance door. • Security Lighting for entrance • A Security alarm 	Low
Electrocution	Users and visitors	Regular Inspection of portable appliances for frayed or loose leads and obvious damage. PAT Testing schedule for all portable electrical appliances to be in place. Regular inspections are to be carried out on the fixed electrical system.	Low
Manual Handling	Staff	Training – staff required to read HSE Office Wise.	Low

Fire	Users and Visitors	The buildings are non smoking – this is clearly signed There is appropriate provision and maintenance of fire extinguishers and blankets throughout the buildings Fire exits signposted Regular fire alarm testing is carried out by the Centre Manager Groups could have a number of persons with additional needs, and their evacuation procedures should take account of this. Assembly point is the churchyard.	Low
Burns and Scalds	Users	Oven gloves supplied in kitchens.	Low

Contractor Management	Caretaker and Contractors	Contractors obliged to confirm in writing before starting work that they have completed risk assessments. In addition, contractors will be required to supply copies of their insurance certificates. When working on site, contractors may require a permit to work for certain tasks and the permit to work procedure will be used in these circumstances.	Medium
Control Of Substances Hazardous to Health (COSHH)	Caretaker/cleaner	A list of COSHH safety data sheets for all chemicals used on site is to be maintained in a file in the cleaning cupboard. Higher risk substances such as paint and cleaning liquids to be stored only in locked cupboards. PPE including gloves, safety glasses and pinafores to be worn while using cleaning fluids.	Low
Legionella	Users	Risk comes from low temperature stagnant water droplets from air conditioning units, showers and similar equipment. RLH has no evaporative air conditioning equipment. Water boiler in the kitchen is at correct temperature and used regularly..	Low
Cuts	Staff	Knives are stored out of sight	Low
Falling Objects	Users and Visitors	Regular inspections to ensure items are stacked correctly. Chairs and Tables to be correctly stacked	Low
Door Finger Trapping	Visitors (Children)	No 'Fingersafe' system installed on doors.	Medium
Lone Working	Caretaker/cleaner	Where possible, two staff or volunteers to be in the building during working hours Lone Working Policy	Low
Asbestos Management	Staff and Visitors	The Asbestos Survey has not identified any asbestos in the building	Low
Food Hygiene	Staff and Visitors	Food hygiene for any event where food is provided, and in particular hot food, shall be the responsibility of a named individual. Where the provision of food is contracted out to a third party, the responsible person shall make sure that this person is aware of their responsibilities under the Food Hygiene Regulations.	Low

TASK BASED RISK ASSESSMENTS

Cleaning

Task	People at Risk	Hazards	Controls	High/Medium/Low Risk
Cleaning of community centre by cleaning staff.	Cleaning Staff Users and Visitors	Use of chemical cleaning agents causing injury	<ol style="list-style-type: none"> 1. Only proprietary cleaning materials to be used 2. COSHH sheets to be obtained for all products 3. PPE, comprising gloves, glasses and aprons to be supplied and worn 4. Cleaning agents kept in the locked boiler room. Only a Master key will access this room. 5. Users of the facility to clean with just warm water. 6. Cleaning agents to be used when building is not in use. 	Low

Working at Heights

Task	People at Risk	Hazards	Controls	High/Medium/ Low Risk
General working at Heights .	staff and centre users working at heights	Working at height required for tasks such as changing light bulbs. Hazards are falls from steps, ladders and tower scaffolding, together with objects falling on those below.	<ol style="list-style-type: none"> 1. Only centre owned step and ladders, or steps and ladders approved by the Health and Safety co-ordinator must be used. 2. Centre owned ladders inspected annually by Centre Manager, and to be marked with date of inspection. 3. Ladders only to be used by at least 2 people, with one person always at ground level. 4. When using ladder, either the ladder must be secured at the top, or if this is not practical, there must be a second person at ground level to stand on foot of ladder. 5. When using a stepladder, there must be at least three clear rungs above the point used for standing. 6. HSE 'safe use of ladders and stepladders' guide to be distributed to regular users of ladders 	Low

Replacing ceiling mounted bulbs in Centre	Caretaker	Falling from step ladders	<ol style="list-style-type: none"> 1. Only step ladder to be used 2. There must be three clear rungs above the rung being stood on. 	Low
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