

Coddington Community Centre Risk Assessment

Date of Risk Assessment

13th June 2022

Date of Review

15th April 2024

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What are the Hazards	Who might be harmed and how?	What are we already doing?	What further action is necessary	Action by who?	Action by when
<p>Slips, Trips and Falls E.g.: Uneven surface, cleaning floors, obstructions</p>	<p>Users of the hall and car park may suffer injuries such as fractures or bruising if they slip. E.g. - on spillages or trip over objects.</p>	<ul style="list-style-type: none"> - Car park surface maintained to be as even as possible. - Boundary fencing to be maintained securely. - Parking spaces for visitors with disabilities available next to the hall entrance. - Good lighting in Car park, all rooms and corridors in building. - Users advised to clear up spillages immediately and know where equipment for this is kept. - Mats at entrance too stop rain water being carried in. - No storage in corridors. - No trailing leads without covers. - Fire exits to be kept clear of obstructions at all times. 	<ul style="list-style-type: none"> - Car park surface to be regularly inspected. - External lighting to be inspected weekly. - Internal lighting to be inspected weekly. - Boundary fence to be inspected weekly. 	<p>Centre Manager Chairman Trustees</p>	<p>Monthly</p>
<p>Working at height E.g.: Changing light bulbs, cleaning, putting up decorations</p>	<p>Anyone working at height could suffer injuries, possibly serious, should they fall.</p>	<ul style="list-style-type: none"> - Appropriate, commercial stepladder securely stored and available on request. - Hall users made aware that they are responsible for using the stepladder safely. - Trustees and Centre Manager know how to use the stepladder safely. 	<ul style="list-style-type: none"> - Print copies of HSE guidance on safe use of stepladders and make available to those who may use the stepladder. - Inspect the stepladder for damage and safety regularly. 	<p>Chairman Centre Manager Chairman Trustees</p>	<p>June 2022 Prior to use.</p>

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Vehicle Movement	Pedestrians could suffer serious injury if struck by cars entering or leaving the car park or moving in it.	<ul style="list-style-type: none"> - Entrance and exit to be clear. - Signs to be maintained and clean. - Car park to be well lit. 	<ul style="list-style-type: none"> - Advise users of the Community Centre to take care when using the car park particularly at school times. 	Centre Manager Chairman Trustees	Ongoing
Hazardous Substances E.g.: cleaning materials	The centre manager and others who perform cleaning duties risk potential skin problems from direct contact with cleaning chemicals. E.g.: Dermatitis or eye damage Vapours may cause breathing problems	<ul style="list-style-type: none"> - All required and appropriate cleaning equipment to be provided. - Eco friendly products to be used. - Any products marked irritant should be replaced if possible. - Follow instructions of the label and safety data sheets. - Specialist cleaning products to be stored securely. 	<ul style="list-style-type: none"> - Centre manager and hirers reminded to check for dry, red or itchy skin on hands and advised to seek medical attention if found. - Centre manager advised to report any instances to the Chairman. 	Centre Manager Chairman Trustees	Ongoing
Hot Water	All users / burns / scalding	Water temperature set and monitored	<ul style="list-style-type: none"> - Centre manager checks temperature weekly 	Centre Manager Chairman Trustees	Ongoing
Oven Hob	All users / burns / scalding	Oven use to be supervised by competent adult	<ul style="list-style-type: none"> -Advise users of the kitchen on hiring 	Centre Manager Chairman Trustees	Ongoing
Kettle	All users / burns / scalding	Kettle use to be supervised by competent adult	<ul style="list-style-type: none"> -Advise users of the kitchen on hiring 	Centre Manager Chairman Trustees	Ongoing

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Electricity	Users risk electric shocks or burns from faulty equipment or installation	<ul style="list-style-type: none"> - Fixed installation correctly installed by qualified electrician and inspected regularly. - All repairs to be carried out by qualified electrician. - Centre owned portable equipment to be regularly inspected. - Portable equipment brought into the community centre to be checked for damage prior to use. 	<ul style="list-style-type: none"> - Electrical inspection every 5 years Last carried out ; - Centre owned portable equipment PAT tested every year. - Users to inspect all equipment brought into the centre for condition / damage / safety 	Centre Manager Chairman Trustees	Ongoing
Stored Equipment	Users could be injured by falling objects.	<ul style="list-style-type: none"> - All equipment to be safely stored to ensure no objects can fall. - Chairs to be stacked no more than 8 high and moved using trolleys provided. - Tables to be stored on trolley where possible in main hall and standing in accessible shower store. 	No further action needed.		
Manual Handling	Users may suffer back injury if they try to lift objects without using proper technique and if the object is heavy or awkward.	Trolleys are available to move tables and chairs. Hirers to be shown if required.	No further action needed.		

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Fire	If trapped, staff could suffer fatal injuries from smoke inhalation or burns	Fire risk assessment completed - see separate document	<ul style="list-style-type: none"> - Ensure actions identified in the fire Risk Assessment are carried out. - Ensure all staff and trustees are aware of the procedures to follow in the event of a fire. - Ensure all hirers are aware of the fire alarm and procedures to follow. 	Centre Manager Chairman Trustees	Ongoing
Legionella	All users	Separate risk assessment carried out by third party			
Emergency Vehicle Access	All users	To reduce the occurrence of unwanted vehicles in the car park a high level barrier has been installed which is opened when we know we have a large vehicle coming in. In the event that the high level barrier is closed and emergency access is required the user will be required to open the top gate to allow the vehicles into the car park.	All users to be shown how to unlock and lock the high level barrier	Centre Manager Chairman Trustees	Ongoing