Risk Assessment – Alton Manor Community Centre

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| Hazard identified, risks arising and persons at risk | How is the risk controlled?  What further controls are needed? | Date to be done | Person Responsible | Date completed |
| **Building Construction** |  |  |  |  |
| **Hazard –** anything that could cause harm. E.g. equipment or conditions  **Risk –** the chance that someone will be harmed by the hazard. | **Control –** All supervisors/Leaders to carry out a visual inspection of the building prior to each use.  Any hazards identified should be assessed and managed appropriately. If necessary the Group Executive Committee should be notified at the earliest opportunity. | Prior to each session | Person in charge of session | Continuous |
| **Roof Access**  **Risk –** Falling through the roof, debris falling on users. | **Control –** No ready access to the roof.  **Further Control measures -** Should access be necessary, professional assistance should be sought. Use of crawling boards, put up danger signs, no access to the internal building whilst person(s) on roof.  Hard hats and safety boots to be worn. | When access required | Person accessing roof | When access required |
| **Windows –** Broken glass or forced entry  **Risk –** the chance someone will be harmed by the broken glass | **Control –** Visual inspection of the windows prior to use. Control activities to lessen the risk of breakage (Do not use heavy balls etc.)  **Further Control Measures –** Consider the use of toughened glass or wire mesh | Prior to and during each session  Evaluate in 3 months | Person in charge of session  D. Barnes | Continuous |
| **Blocked drainpipes & gutters**  **Risk –** Slippery ground, worse if frozen | Regular inspection and cleaning out, seek professional help if necessary  **Further control measures –** All supervisors/leaders to carry out a visual inspection prior to use | Prior to each session | Persons in charge of session | Continuous |
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| **Access to site –** Damage to site, loss of facilities | **Control –** Secure fencing is erected around the perimeter, access is via two gates (one pedestrian, one vehicular).  Security lighting is fitted on the outside of the building and above each door.  **Further Control Measures –** Visual examination to take place prior to each session  Additional security lighting to be installed on and around the storage container | Done  Continuous  Within 3 months | C. Hallsworth  Person in charge of session  A. Gee | April 15  Continuous |
| **Services** |  |  |  |  |
| **Water**  **Risk –** Leaks , blockages and burst pipes | **Control –** Visual inspection and pipes lagged  **Further Control Measures** - Check regularly, ensure taps are turned off after each session | Done  Continuous | B&K  Person in charge of session | At installation  Continuous |
| **Sewer and Waste**  **Risks –** Leaks, blockages and burst pipes | **Control –** Regular inspection | Continuous | D. Barnes | Continuous |
| **Water boiler & heaters**  **Risk –** Loss of use, hot heaters | **Control –** Water boiler installed by competent persons  Appropriate heaters and guards fitted in each room  **Further Control Measures –** Regular maintenance by competent person | Done  Done  Annually | B&K  D.Barnes  C. Hallsworth | At installation  13/04/15 |

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| **Electricity**  **Risk –** Electrocution, fire  **Trailing leads**  **Risk -** Tripping | **Control –** Main supply to site and building by competent persons.  Additional electrical work completed by a qualified electrician  **Further control measures –** Obtain installation certificates for all electrical work carried out so far  All electrical items within building to be PAK tested by qualified person  Any additional electrical work to be carried out by qualified person and relevant certificates obtained. Isolate supply as necessary.  Regular inspection of leads & plugs, remove anything sub-standard  Ensure power leads are not pulled tight when connected to sockets and do pose a trip hazard to users | Feb 15  When required  15/06/15  15/06/15  When required  Continuous  Continuous | Southern Electric & B&K  M. Gee  M.Gee  M. Gee  M.Gee  Person in charge of session  Person in charge of session | Feb 15  Continuous  Continuous |
| **Lighting**  **Risk –** Injuries caused by falling/broken lights | **Control –** All lights are covered by protective casing  **Further control measures –** Check the fluorescent lights and casing are of a shatterproof design and replace if necessary | 13/04/15  15/06/15 | D. Barnes  D. Barnes | 13/04/15 |

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| **Entrances & Exits** |  |  |  |  |
| **Obstructions**  **Risks –** Unable to operate doors in an emergency.  Trips & Falls  Poor lighting  Uneven Surfaces | **Control –** Ensure fire doors are unlocked, clear at all times. Check outside areas too. Remove any trip and fall hazards immediately. Report any deficiencies of surface or lighting.  Correct emergency exit signage in place & Ensure good lighting (including emergency lighting) on exit routes  Each section to practice a fire drill at least once a term (vary escape route)  **Further control measures –** Fire door in rear door to be re-hinged so that it opens the opposite way | Continuous  Done 13/4/15  Each term  01/09/15 | Person in charge of session  D.Barnes  Section Leader  H.Roberts | Continuous  13/4/15  October 2016 |
| **Storage** |  |  |  |  |
| **Combustible Materials**  **Risk –** Fire  **Rubbish – Risk -** Disease/Vermin  **Cleaning fluids/equipment –**  **Risk –** Poisoning  **Store Room (Tables & Chairs)**  **Risk –** Injury caused by falling items | **Control**  Careful storage in containers. Remove other potential ignition sources  Remove all rubbish, store food in appropriate containers or remove altogether where possible.  Use outside refuse bins provided, contract with AVBC.  Items stored in fridge only to be kept for the time their use is required. Remove/dispose from fridge after use.  Cleaning fluids to be kept in cupboard under sink.  **Further control measure** - fit child safety lock to cupboard  Chairs and tables to be stacked in a tidy manner. The tables stood on end, legs folded in. Chairs to be stacked on top of each other, no more than 8 chairs per stack | Continuous  Continuous  Continuous  17/05/15  Continuous | Person in charge of session  Person in charge of session  R.Carlisle  D.Barnes  Person in charge of session | Continuous  Continuous  Continuous  Continuous |
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| **Kitchen** |  |  |  |  |
| **Sharp Objects**  **Risks – Cuts**  **Food & Drink**  **Risks –** Food poisoning, vermin, slipping on spills and scalds from boiling water. | **Control Measures –**  Control access to knives and put them away in kitchen drawers provided after use.  Reduce use of breakable glasses and cups. Dispose of broken glass or cups carefully (wrap in newspaper) and put straight into outside bins.  Avoid leaving food in the premises where possible, remove waste to outside bins. Ensure basic hygiene practices are followed.  Dispose of out of date items immediately.  Clean up spills promptly using equipment provided (mop, bucket & cloths).  Control access to kettle and hot water from taps.  **Further control measures –** Purchase wet/slipper floor sign | Continuous  Continuous  15/06/15 | Person in charge of session  Persons in charge of session  C. Hallsworth | Continuous  Continuous |
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| **Toilets/Washrooms** |  |  |  |  |
| **Bacteria**  **Risk –** Disease | **Control Measures**  Regular inspection and cleaning of facilities Good supply of toilet paper, soap, hand drying facilities, emptying of bins.  Cleaner employed for weekly cleaning of facilities | Weekly | R. Carlisle | Weekly |
| **Rooms** |  |  |  |  |
| **Trips**  **Risk –** Injury caused by faulty/loose carpet  **Risk** - Fire | **Control Measures**  Regular inspection of the carpets for “lifting” paying particular attention to the joins in the carpets and doorways.  Separate Fire Risk assessment management plan completed  Test of fire alarms, smoke alarms and visual inspection of fire extinguishers and fire blankets on a monthly basis.  Annual contract for professional inspection of fire extinguishers and fire blankets  **Further control measures –** Users to sign that they have read the fire risk assessment plan and that they are aware of the roles and responsibilities. | Weekly  03/05/15  Monthly  March 2015  May 2015 | Person in charge of session  D. Barnes  D. Barnes  C Hallsworth  D.Barnes (Scouts) & A. Gee (other users) | Weekly  May 15  April 2015  March 2015 |

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| **Car Park & Outdoor areas** | |  | | | |  |  |  |
| **Car Park**  **Risk –** Injury to children & adults by cars driving in car park  **Concrete area at rear of building**  **Risk –** Injuries caused by disposed of objects (glass etc)  **Surrounding Land (Rubbish, uneven land)**  **Risk –** fire, trips, cuts | | **Control Measures**  Speed restricted to 5mph within the car park. Warning Signs erected on the front gates warning users of speed and children.  When children are using the car park for activities the double gates are to be closed preventing vehicular access  The pedestrian gate to be used when arriving or leaving the centre on foot, both gates to be unlocked.  Person in charge of session to ensure users are aware that foot traffic is by the pedestrian gate  Area to be inspected prior to use and foreign objects disposed of.  Walk and assess the area monthly, remove rubbish and hazards  Land at the side of the building next to the Carpet shop/florists out of bounds to children. Access by adults is on a “needs” basis only | | | | April 2015  Continuous  Continuous  May 2015  Continuous  Monthly  Continuous | C. Hallsworth  Person in charge of session  Person in charge of session  Person in charge of session  Person in charge of session  D.Barnes  Person in charge of session | April 2015  Continuous  Continuous  May 15  Activity  April 2015  Continuous |
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| **Gas cylinders & appliances** | |  | | | |  |  |  |
| **Risk –**  Leaks, fire, explosion | | **Control Measures**  Gas cylinders are stored in an approved locked gas cage, in an open area and free of combustible material, not below ground level and away from drains.  Appropriate signage on the gas cage  Cylinders segregated between empty and full  Appliances to be visually inspected prior to use, paying particular attention to the hose and connections. Keep spares readily available  **Further control measures –** Annual inspection of gas appliances by qualified person | | | | March 15  March 15  March 15  Each use  30/06/15 | M. Field  M. Field  M. Field  Person in charge of session  M. Field | March 15  March 15  March 15  Each use |
| **Camping Store** | |  | | | |  |  |  |
| **Risk –**  TentsRotting, mildew  Lifting heavy kit  Storing at height | | **Control Measures**  A designated quartermaster appointed by the Scout Group  Ensure all kit is put away clean, dry and tidily.  Break down into manageable amounts, work together. Do not expect Cubs, Scouts and adults to lift things that are too heavy, however willing.  Put heavy things down low, light things higher. Check steps/ladders are in a good state of repair.  **Further control measures –**  Installation of lighting to the container & access to a 13amp power socket | | | | March 15  When used  When used  April 15  July 2015 | M.Field  Person in charge of session  Person in charge of session  M. Field  M.Field | March 15  When used  When used  April 15 |
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| **Insurance -** | |  | | | |  |  |  |
| **Risk –**  Protection againstliability, theft, damage & injury | | **Control Measures**  1st Alton Manor Scout Group is insured by “Unity Scout Insurance Services” for building, members, helpers and occasional helpers, kit and equipment and public liability  **Further Control Measures**  Speak to Unity to see if extra insurance is required for employees (Cleaner) and for Community use | | | | June 2014  May 15 | D. Barnes  D.Barnes | Renewal June 15 |
| **Additional Comments** | | | | | | | | |
| All hazards, breakages, faults and damages should be reported to the Group Secretary, Christine Hallsworth on 01773 828559 for dissemination to the appropriate person for rectification work.  The accident reporting book is to be kept in the kitchen drawer and completed for all “relevant” accidents. The first aid kit will be fitted to the kitchen wall. | | | | | | | | |
| **This risk assessment covers Alton Manor Community Centre, it DOES NOT cover activities that take place at the centre. All activities that take place at the centre MUST be subjected to a risk assessment generic to the activity.** | | | | | | | | |
| Date of next assessment | | | May 2017 | | | | | |
| Assessment Frequency | | | Annually | | | | | |
| Date of assessment: | 4th May 2016 | | | Signed: | Darren Barnes Group Scout Leader | | | |