



ADLINGTON & DISTRICT COMMUNITY ASSOCIATION

POLICY DOCUMENT 7 – RISK ASSESSMENT

Adlington and District Community Centre

Railway Road, Adlington, Lancashire, PR6 9RF

Risk Assessment – July 2019

Introduction

The management committee decided to produce a risk assessment of the Adlington and District Community Centre to help mitigate the risks to people who use the community centre or were involved in the maintenance and upkeep.

The management committee do not have a legal requirement to record the findings of this assessment as less than five people work at the centre. Much of the work for repair and maintenance is completed by companies or individuals who have responsibility for their own health and safety, as well as their working hours and financial and tax affairs.

However, there is sound legal and business reason to record the findings of the risk assessment, and to take steps to ensure that they are brought to the attention of those working, volunteering or holding events in the building.

How this Risk Assessment has been completed

1. To identify the hazards, the H&S representatives:
 - looked at HSE's web pages for free health and safety advice and guidance for small businesses
 - walked around the premises, car park and other areas with another member of the management committee, and a regular user of the premises, noting things that might pose a risk; and
 - spoke to other users of the premises, and to people who had done jobs at the premises, to learn from their experience and to get their views on health and safety
2. The H&S representatives then recorded who could be harmed by the hazards and how
3. They then recorded what controls were in place to manage these risks and then compared these to the guidance on HSE's website
4. They put the findings of the risk assessment into practice, writing down who was responsible for doing what, and by when. They decided to tick off each action when it was completed, and to record the date when it was done.
5. The findings have been circulated and then discussed at the committee meeting and agreed and it was decided that the risk assessment would be shown to all workers doing jobs at the premises, and given to all users of the premises, and it would be discussed with users periodically for their comment or input. A note would be displayed on the notice boards to offer availability of a copy of the assessment and a review would be carried out every year.

What are the hazards?	Who may be armed and how?	What are we already doing?	What more can we do?	Action by who?	Action by when?	Completed
Slips, trips and falls and spillages	Users of premises or car park may suffer injury if they slip on spillages or on uneven surfaces or over obstructions.	<ul style="list-style-type: none"> • Car park surface maintained, and suitable spaces allocated for disabled users near the entrance to the building. • Adequate lighting in car park, all corridors and rooms. • Users know through hire agreement that all spillages must be cleaned up immediately and where equipment and cleaning solutions are kept. • Mats are supplied at entrances to prevent rainwater from being carried into the building. • No storage is allowed in corridors and all walkways are kept clear. • No trailing electrical leads or cables. 	<ul style="list-style-type: none"> • Inspection of car park and walkways inside and out is carried out regularly and maintained where necessary. • The cleaner knows which cleaning agent is suitable for which floor type 	H&S representatives	Next committee meeting	

<p>Working at height. Anyone changing lightbulbs, putting up new equipment, cleaning windows or putting up decorations etc.</p>	<p>Anyone working at height could suffer injuries, possibly with serious consequences if they fall.</p>	<ul style="list-style-type: none"> • Appropriate commercial stepladder and also scaffolding tower stored and available for use. • Premises users know they are responsible for using step ladders and scaffolding towers safely. • Committee members and staff know how to use the stepladders and scaffolding towers safely. 	<ul style="list-style-type: none"> • Put in place a system for checking the condition of the stepladders and scaffolding towers. • Have copy of HSE guidance on using a stepladder and scaffolding towers available for issue on request. • Consider any implications for working at height that any future alterations to the building may have. 	<p>H&S representatives</p>	<p>Next committee meeting</p>	
<p>Vehicle movement</p>	<p>Pedestrians could suffer serious injury if struck by cars entering or leaving the car park or moving in it.</p>	<ul style="list-style-type: none"> • Entrance and exit to carpark are clearly signed. • Large events are staffed by Marshalls wearing high visibility vests. • Skip and waste recycling take place when carpark has no pedestrian traffic 	<ul style="list-style-type: none"> • Put up caution signs. • Advise users of premises to consider if carparking control is necessary for their event. 	<ul style="list-style-type: none"> • H&S representatives • Booking Secretary 	<ul style="list-style-type: none"> • Next committee meeting • On each booking confirmation 	
<p>Hazardous substances e.g. Cleaning products</p>	<p>The cleaner and others cleaning risk skin or eye damage from direct contact with cleaning chemicals or vapour may cause breathing problems.</p>	<ul style="list-style-type: none"> • Mops brushes and strong rubber gloves provided. • Cleaning products marked irritant are used correctly and replaced with milder solution where appropriate. • Cleaner trained to use products correctly, 	<ul style="list-style-type: none"> • Cleaner reminded that they must seek medical advice for any skin conditions and report any incidents to a member of the committee 	<ul style="list-style-type: none"> • H&S representatives 	<ul style="list-style-type: none"> • Next committee meeting 	

		<p>dilute as appropriate and never transfer solutions to an unmarked container.</p> <ul style="list-style-type: none"> • Cleaning products are stored securely. 				
Electricity	<p>Users risk electrical shocks from faulty equipment or installation or harm from flashing lights or lasers</p>	<ul style="list-style-type: none"> • Fixed installations correctly installed by a qualified electrician. • Premises users know where the fuse box is to switch the supply off in an emergency. • Portable equipment is checked for visual signs of damage before use. • Premises users know they are responsible for the use of any equipment on site. • Hirers must ensure that any use of Lasers or flashing lights is brought to the attention of any others in attendance at the event. 	<ul style="list-style-type: none"> • Equipment to be checked and any unsafe equipment marked as such and removed from use. 	<ul style="list-style-type: none"> • H&S representatives 	<ul style="list-style-type: none"> • Next committee meeting 	
Stored equipment	<p>Users could be injured by inappropriate stacking of equipment.</p>	<ul style="list-style-type: none"> • Users know to stack tables chairs and other equipment carefully so that they don't topple over or collapse. • Trolleys provided to move stacked tables and chairs 	<ul style="list-style-type: none"> • Check all storage areas for compliance 	<ul style="list-style-type: none"> • H&S representatives 	<ul style="list-style-type: none"> • Next committee meeting 	

Manual handling	Users may suffer back or other physical injury by lifting equipment that is too heavy or awkward.	<ul style="list-style-type: none"> • Staff are aware of correct procedures to follow when lifting heavy or awkward equipment. 	<ul style="list-style-type: none"> • Consider providing trolleys to move heavy equipment • Consider H&S training 	<ul style="list-style-type: none"> • H&S representatives 	<ul style="list-style-type: none"> • Next committee meeting 	
Fire	If trapped staff or users could be injured or suffer fatal injuries from smoke inhalation or burns.	<ul style="list-style-type: none"> • Fire Risk assessment has been completed and necessary action taken. • Annual Fire Alarm inspection to be carried out and certificate issued • Annual check on Fire Extinguishers to be carried out and certificate issued • Hirers informed not to use lighted candles, naked flames or pyrotechnics 	<ul style="list-style-type: none"> • Ensure all Risk assessments are up to date and all necessary controls are still in place. • The ban on the use of lighted candles, naked flames or pyrotechnics is part of the Standard Conditions of Hire to which the hirer agrees when signing the booking form. 	<ul style="list-style-type: none"> • H&S representatives 	<ul style="list-style-type: none"> • Next committee meeting 	
Asbestos	Staff and others carrying out normal activities are at very low - level risk. Asbestos only poses a risk if fibres are released into the air and inhaled. Maintenance workers are most at risk.	<ul style="list-style-type: none"> • No risk controls at present 	<ul style="list-style-type: none"> • Find out if premises contain any asbestos • If it does and it is in good condition record the location and put up signs in appropriate areas that asbestos is not to be disturbed and make regular checks on location and signs. • Damaged asbestos to be removed by specialist contractors. • If premises are refurbished any asbestos is to be 	<ul style="list-style-type: none"> • H&S representatives 	<ul style="list-style-type: none"> • To be discussed if action to be taken forward at next committee meeting 	

			removed by specialist contractors.			
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Risk Assessment completed on By and (Names in capitals)

Signed.....

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