

District Centre risk assessment

Assessment carried out by: Mike Henwood.

Date of next review: April 2022

Date assessment was carried out: 12 April 2021.

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Slips, trips & falls	Building users – Injuries if they slip, trip or fall	<ul style="list-style-type: none"> Regular check of all floor surfaces within the building Regular inspection of paths & security lighting. Grass areas cut and maintained as required by contractor Paths salted as required in winter. 	None at present			
Work at height	Building users & maintainers Injuries should they fall	Use approved stepladder only - kept in storeroom. Contractors only use their own equipment.	None at present			
Windows	Users of Centre – Broken glass Forced entry	Windows are double glazed. Secure compound	None at present			

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Blocked drainpipes & gutters	Users of Centre – Drain overflow causing slippery ground. Water freezing in winter – slips	Regular inspection and clearing as necessary	None at present			
Hazardous substances	Persons cleaning the building. Skin problems and eye damage from cleaning materials. Vapours may cause breathing problems.	Mop, bucket and broom provided. Use only “non-irritant” domestic cleaning materials.	None at present			
Electricity	Users Risk of electric shock from faulty installation	<ul style="list-style-type: none"> • Electrical installation correctly installed by qualified electrician. • All repairs by qualified electrician • Portable equipment PAT tested 	<ul style="list-style-type: none"> • Update hire details to include location of fuse box and emergency supply switch off. • Remind users that they are responsible for their own equipment 	District Treasurer	Sept 2020	√

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Stored equipment	Users injured from collapsing stacks or items stored at height.	<ul style="list-style-type: none"> • Users have been shown correct stacking of chairs and storage of tables. • Only light items to be stored at height 	None at present			
Manual handling	Users may suffer injuries when trying to lift heavy or awkward objects	<ul style="list-style-type: none"> • Heavy items separated into more manageable amounts where possible. • Heavier single items to be dealt with by "teams". 	None at present			
Fire		See separate "Fire Risk Assessment"				
Gas cylinders	Users – Risk of fire or explosion	<ul style="list-style-type: none"> • Gas cylinders are stored outside in a secure wire cage in rear grass area • Gas cookers not used within the building • Ensure good ventilation when changing cylinders (i.e. outside) 	None at present			

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Food and Drink	Users – Food poisoning Vermin Slippage on spills	<ul style="list-style-type: none"> • Users should be appropriately trained in food handling • Avoid leaving food on premises where possible • Clear up spills promptly 	None at present			
Hot Surfaces	Users – Burns and scalds	<ul style="list-style-type: none"> • Use of cooker only by adults or under supervision 	None at present			
Toilets	Users – Bacteria/disease	<ul style="list-style-type: none"> • Regular inspection and cleaning • Maintain supply of soap and toilet paper • Emptying of sanitary boxes • Regular checking of hand dryers 	None at present			
Sharp objects	Users – Cuts	<ul style="list-style-type: none"> • Control access to knives • Broken glass or china to be wrapped and promptly disposed of. 	None at present			

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Covid 19	Users Infection	<ul style="list-style-type: none"> • Social distancing for meetings in accordance with government guidelines • Sanitising hand gel and spare masks provided for hall, meeting room, shop and kitchen. • Additional anti-bacterial cleaning materials provided. • "Touch points" wiped down with anti-bacterial cleaner. • Tiled floor washed with disinfectant floor cleaner. • First Aid kit supplemented with additional gloves and masks. • Signs for social distancing and face coverings displayed. • NHS Test & Trace QR code displayed 	None at present			

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/