

Risk assessment: C & S PPFA Ltd

Assessment carried out by: Les Esling

Date of next review: 14/02/2024

Youth & Community Centre

Date assessment was carried out: 20/03/24

Date signed off by committee: 08/05/24

What are the hazards?	Who might be harmed and how?	What are we already doing to control the risks?	What further action do we need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Slips, trips & falls	<ul style="list-style-type: none"> • Users & maintenance personnell • Trips and stumbles • Slips on wet floors due to spillages or leaks 	<ul style="list-style-type: none"> • Car park and entrance path are reasonably level. • Dirt mat at entrance. • Kitchen & toilet floors have 'non slip' surfaces. • Wet floor sign used for cleaning and spillages. • Floors cleaned weekly 	None	N/A	N/A	N/A
<p>Electricity 240v supply to lighting, electric wall heaters, wall sockets, kitchen appliances, TV etc.</p> <p>Fire</p>	<ul style="list-style-type: none"> • Users & maintenance personnell • Electrocutation and/or burns etc • Due to misuse, faulty wiring or equipment <ul style="list-style-type: none"> • Users & maintenance personnell • Burns • Asphyxiation from smoke/fumes 	<ul style="list-style-type: none"> • All systems are designed, installed and certified by qualified electricians, to conform with Building Regs • Conditions of contract include hirers' responsibilities for their own electrical equipment. • All electrical appliances are PAT tested annually. • Electric meter and fuse box indedicated room, entry via keypad • Arrange for building fire risk assessment to be carried out. • Mains wired smoke/fire alarms are tested twice a year during Guardian third party inspection. • Multiple fire extinguishers positioned around building. • Fire extinguishers are serviced annually during 	<p>Youth club to be instructed that laptops & tablets are not to be left charging overnight and notice to be displayed in kitchen</p> <p>George</p> <p>Helen</p> <p>None</p>	<p>Helen</p> <p>George</p> <p>Helen</p> <p>Helen</p>	<p>Asap</p> <p>asap</p>	

		Walkers third party inspection. <ul style="list-style-type: none"> • Weekly checks of smoke alarms and emergency lighting. 	As required Gary	Gary	asap	
Heat	<ul style="list-style-type: none"> • Users • Burns from hot utensils • Scalding from boiling water 	<ul style="list-style-type: none"> • Kettle, microwave & slow cooker which users will be familiar with. 	None	N/AI	N/A	N/A
Kitchen Tools and accessories	<ul style="list-style-type: none"> • Users • Cuts from knives, broken glass or crockery 	<ul style="list-style-type: none"> • First Aid kit on shelf in kitchen 	AllCheck regularly and replace equipment as needed	Booking officer	Ongoing	N/A
Infection/Hygiene	<ul style="list-style-type: none"> • Users • Infection from foodstuffs, and dirt and residue from food preparation 	Kitchen is cleaned regularly	None	N/AI	N/A	N/A
Cleaning materials	<ul style="list-style-type: none"> • Cleaning materials can be corrosive and/or poisonous, affecting skin/eyes etc 	<ul style="list-style-type: none"> • Any potentially hazardous cleaning materials kept locked in kitchen cupboard. • Only used by cleaner, not available to general users • Appropriate protection provided to cleaner e.g. rubber gloves. • Only cleaning materials of a low risk are available to all users e.g. washing up liquid & soap. 	None	N/AI	N/A	N/A
Work at height e.g. fall from ladders	<ul style="list-style-type: none"> • Maintenance personnel & contractors • Changing light bulbs, painting 	<ul style="list-style-type: none"> • Internal ceilings can be reached by step ladder. • Building is single storey, with a slightly pitched roof. 	None	N/AI	N/A	N/A

	& other repairs.					
Manual Handling	<ul style="list-style-type: none"> • Users and maintenance personnel. • Injury from moving or lifting heavy or awkward equipment. 	<ul style="list-style-type: none"> • Users and maintenance personnel to assess risks and take appropriate action to prevent injuries. 	None	N/AI	N/A	N/A
Asbestos	<ul style="list-style-type: none"> • Users & maintenance personnel • Inhalation of asbestos dust, leading to lung issues in 	<ul style="list-style-type: none"> • Roof repaired and asbestos contained in line with government guidelines. 	None	N/AI	N/A	N/A

Signed

Dated