

Blacky More Community Centre Risk Assessment

Name of Assessor: Caroline Holgate... Date 11th July 2020

What are the hazards?	What risks do they pose and to whom?	Risk level H/M/L	What precautions have been taken to reduce the risk?	Risk level achieved	What further action is needed to reduce the risk
<p>COVID-19 Risk of transmission of Covid-19</p>	<p>Hirers, cleaners, employees and any members of the public entering the building are at risk of contracting Covid-19</p>	<p>H</p>	<p>The Centre has been closed since March 2020, re-opening on 1st June 2020 to the pre-school only. Opening to others will be done in phases in accordance with Government guidance. The Centre may close again at any time depending on local risk. During its closure the Centre underwent a deep clean. Cleaning regime has been increased and cleaners have been engaged to clean on a daily basis. High contact areas such as toilet flushes, taps, handles, window sills will be cleaned more often during the day. Tables will be wiped down with anti-bacterial solution before and after each use. Although some cleaning products will be available, Hirers are required to bring and use their own if they need to clean during their session. Hirers will be required to clean down any equipment they have used during their hire before leaving the building. Gloves are available for members of staff.</p>	<p>M</p>	<p>Constant reassessment and measures put in place in line with guidance issued by Government, Health & Safety Executive, local bodies etc.</p>

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			<p>Any user/employee should wash hands regularly and thoroughly – access to soap and water is freely available.</p> <p>Disposable hand towels are provided in toilets and the kitchen.</p> <p>Hirers/employees will be asked to increase ventilation by opening windows where possible.</p> <p>If possible hirers should use separate entry and exit points in the building so that flow is “one way” – suggested that front door is used as entry and fire exit door on side for exit.</p> <p>Hand sanitiser if available if required.</p> <p>Staff are required to observe social distancing measures at all times.</p>		
<p>COVID-19 Hire of the Centre</p>	<p>Hirers</p>	<p>H</p>	<p>Hirers will only be able to hire the hall when Government guidelines allow. Guidelines will be checked regularly and the final decision about whether the centre will be open will rest with EHPC.</p> <p>Hirers who hold classes, particularly exercise or dance classes where the risk of spread of Covid-19 through droplets is higher must carry out their own risk assessments and limit numbers accordingly.</p> <p>EHPC will not be responsible for risk assessing the Centre for specific activities,</p>	<p>M</p>	<p>Constant reassessment and measures put in place in line with guidance issued by Government, Health & Safety Executive, local bodies etc.</p>

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			<p>and will not take responsibility for any groups who have not risk assessed and carried out their own Covid-19 assessments. We may ask to see copies of hirers risk assessments at any time.</p> <p>To adhere to current guidelines the current maximum number of people in BMCC is 15</p>		
<p>Water Control of water systems – Legionella</p>	<p>Risk of contracting Legionella to anyone using the Centre</p>	<p>M</p>	<p>Water risk assessment and quarterly maintenance by water treatment contractor.</p> <p>Monthly testing of water temperature carried out by Maintenance Officer.</p> <p>Water outlets that are used less often are flushed weekly by Maintenance Officer.</p> <p>Cleaning regime is followed as per advice from contractor.</p>	<p>L</p>	<p>No further action</p>
<p>Misuse of facility Injury to person misusing or to person subsequently hiring the facility.</p>	<p>Hirers Cleaners Employees</p>	<p>H</p>	<p>All hirers have a contract with the parish council.</p> <p>No inappropriate functions or entertainment allowed.</p> <p>Keyholder meets hirer and discusses health and safety arrangements.</p> <p>Keyholder checks premises once hirer has left.</p> <p>Damage is immediately reported. Repairs are carried out if possible or alternative arrangements made with next hirer, prior to them using the premises.</p>	<p>L</p>	<p>No further action</p>

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			Premises are kept locked when not in use. Premises are swept after every function. All hirers are issued with instructions and information, including basic safety information and fire safety instructions.		
Slips, trips and falls	Hirers, employees or cleaners may suffer injuries if they slip on spillages or trip over objects	H	Car park surface to be maintained as even as possible. Parking spaces to visitors with disabilities available next to hall entrance. Good lighting in car park, all rooms and corridors in the hall. Users know (through hire agreement) to clear up spillages immediately. Mats at entrances to stop rain water being carried in. No storage in corridors. No trailing electrical leads/cables	L	Path surfaces at the front and rear of the building to be maintained to reduce risk of trips Weekly internal inspections to highlight any problems
Working at Height	Anyone working at height could suffer injury should they fall	M	Appropriate step ladder securely stored and available for use by Maintenance Officer who is responsible for using the step ladder safely. Dynamic risk assessment to be carried out before attempting any work at height.	L	No further action
Vehicle movement in car park	Pedestrians could suffer serious injury if struck by cars entering/leaving car park or moving in it.	H	Entrance/exit to car park clearly marked. Car park line markings are maintained. Barrier ensures that car park is not used when the centre is closed. Car park is well lit. Bin collections take place at times when the car park is less busy.	L	Signs advising that use of the car park is at their own risk.

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Electricity	Users risk electric shocks or burns from faulty equipment or installation	M	Fixed installation correctly installed by qualified electrician and inspected regularly. 5 year wiring check carried out. Regular PAT testing of equipment owned by the Parish Council. Portable equipment to be checked for visual signs of damage before use. Centre users are informed that they are responsible for inspecting and use of any electrical equipment used/brought on site.	L	No further action
Stored equipment	Users could be injured by collapsing stacks	M	Users know they must stack tables chairs, toys or sports equipment carefully to avoid collapse. Casual hirers are informed that chairs and tables should be stored as they were found.	L	Consider purchase of chair trolley to enable easier stacking. Alternative storage to be considered.
Hazardous substances	Hirers, employees and cleaners, and any other persons cleaning at any time, risk skin problems, (dermatitis and eye damage, from direct contact with cleaning chemicals) Vapour could cause problems with breathing	M	COSHH information available onsite for all cleaning products in use in the building. Cleaners and staff to use products safely and follow instructions on labels. The parish council use a cleaning company who carry out their duties while the building is empty. Mops, brushes and rubber gloves provided. Cleaning products are kept in a locked cupboard. Keyholders occasionally use products when	L	Regular checking and updating of COSHH

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			necessary and should use products safely (follow instructions on label).		
Manual handling	Users may suffer back pain if they try to lift objects that are too heavy or awkward.	M	Maintenance Officer has received HSE guidance on manual handling. Hirers are responsible for making their own decisions about their capability of moving equipment etc.	L	Consider purchase of chair trolley
Fatal injuries from smoke inhalation/burns	If trapped staff and others could suffer fatal injuries from smoke inhalation and burns	H	Fire risk assessment done and necessary action taken. Ensure hall users are aware of fire safety procedure and exits. Annual inspections and maintenance schedules of alarms and fire extinguishers	L	No further action
Obstructions	Trips, cuts, bruising, breaks to all users	M	The lobby and walkways must be kept clear or obstructions. All users must clear away after each use	L	No further action
Cuts, bruises, broken bones	All users of building, employees, visitors and contractors	M	Regular inspections take place. Spillages to be cleared immediately by whoever is using the building at the time. Non slip mats at outside doors. Floor areas to be kept clear.	L	No further action
Burns from hot food/liquids	Anyone using the oven/microwave or kettle is at risk of burns or scalds	M	Ensure staff are made aware of correct use of equipment. Hirers are able to use equipment safely and at their own risk. Kitchen equipment is PAT tested	L	No further action
Asbestos	Staff, and others, carrying out normal activities at very low risk.	M	Full Asbestos survey has been carried out and shows no presence of asbestos in the building.	L	No further action

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	Asbestos only poses a risk if fibres are released into air and inhaled. Maintenance workers are most at risk.				