

Health & Safety (Venue) Risk Assessment

Venue: Stanleys Community Centre.
 Address: 79-83 Stanley Road, Morecambe.
 Postcode: LA3 1UT Tel: 01524 410076
 Site Manager Robyn Thomas Tel: 07775874413

Risk Rating Multiplier

<u>Likelihood (L)</u>	<u>Severity (S)</u>	<u>Risk Rating (RR)</u>
Improbable = 1	Negligible = 1	Low Rating = 1 – 9
Remote = 2	Minor = 2	
Possible = 3	Medium = 3	Medium = 10 – 14
Probable = 4	Severe = 4	
Definite = 5	Fatal = 5	High = 15 - 25

VENUE RISK ASSESSMENT	Fire Alarm: Y	Date Last Checked:	Fire Extinguishers: 7	Date Last Checked: 01/04/22
	Fire Doors: Y	More Info: 4 downstairs exits	Burglar Alarm: yes	More Info:
	Build Insurance: Y	More Info:	Entertainment Licence: N	More Info: PPL approval
	Disabled Access: Y	More Info:		

* have but not allowed to use.

Area	Hazard	Current Risk Controls	Risk Score with Current Controls				Actions to be taken to Reduce Risk			Risk Rating with Further Controls
			Risk Group	L	S	RR	Action	By Whom?	By When?	
Reception	Low furniture - chance of catching on corners of desk.	Keep traffic flowing through this area	All	3	3	9	Area to have someone at front reception when possible	Team	As used	6
Ramp	Wheel chair users may struggle with ramp	Offer assistance to any one with a disability or wheel chair user	Any but mainly wheel chair users	3	3	9	Offer assistance and high light the ramp as a potential hazard to any wheel chair user	Team	As used	6
General Building	Electrical equipment.	Young people not allowed to plug in or unplug electrical equipment. Young people are supervised in the area at all times.	All but mainly young people	3	5	15	All electrical equipment and sockets to be checked at regular intervals.	Site caretaker	As used	6
General Building	All Fire Exits	Escape routes being blocked	All	3	5	15	Facilitators need to ensure all exits are clear at all times	All Facilitators	As Used	6

Toilet Area	Toilet doors	Young people asked not to mess around with the doors	All But mainly Young people	4	3	12	Area to be supervised staff to ensure doors are fit to use whilst in session.	Team	Daily	5
Toilet Area	Tiled Floor at the entrance to the toilet.	Caution sign in place when floor is wet.	All	3	4	12	Young people to be supervised in the area and sign to be placed in the area when floor is wet.	Team	Daily	6

Area Using	Hazard identified	Current Risk Controls	Risk Score with Current Controls				Actions to be Taken to Reduce Risk			Risk Rating with Further Controls
			Risk Group	L	S	RR	Action	By Whom?	By When?	
Main Hall	Items stacked on shelves and items on the floor. Cleaning products exposed. Possibility of people tripping over items or items falling off the shelves.	people not allowed in the store cupboard. Door kept locked when possible.	All but mainly adults.	3	4	12	Area supervised during session. Young People not allowed in the cupboard.	Team	As used	9
Main Hall	Stacked tables and chairs	Stacked neatly and evenly in a spare corner of the room.	All	2	2	4	Facilitators need to oversee	Team	As Used	5
Ramp Leading to Kitchen	Young people carrying food and drink up the ramp could trip. Or young people running up and down the ramp.	people not allowed to run up and down the ramp during a session. Ramp only to be used when accessing the kitchen.	All but mainly young people	3	3	9	Area to be supervised at all times during the session. Young people not allowed to run up and down the ramp.	Team	As used	3
Kitchen	Cooker, oven, hot water boiler, sharp knives, coffee machine, microwave, tea urn other kitchen equipment – risk of scalds, burns and cuts.	Only appointed staff allowed to use this equipment. Knives securely locked away.	All	3	4	12	Young people not allowed to use this equipment. Staff to take extra care when using electrical / hot items.	Team	As used	6
Kitchen	Hot water taps- risk of scalds and burns.	Young people supervised when using hot water taps.	All but mainly Young people.	3	3	9	Young people are supervised in the kitchen at all times.	Team	As used	3

Main Hall	Wooden pillar in the centre of room- risk of young people running or falling into the pillar when playing sports and games.	Young people supervised in the room at all times.	All but mainly young people.	3	3	9	Young people supervised in the room at all times.	Team	As used	6
Area Using	<u>Hazard identified</u>	<u>Current Risk Controls</u>	<u>Risk Score with Current Controls</u>			<u>Actions to be Taken to Reduce Risk</u>			<u>Risk Rating with Further Controls</u>	
			<u>Risk Group</u>	<u>L</u>	<u>S</u>	<u>RR</u>	<u>Action</u>	<u>By Whom?</u>		<u>By When?</u>
Main Hall	Poster Frames- risk of poster frames falling off the wall.	Poster frames are checked regularly to ensure they are firmly fixed to the wall.	All but mainly young people.	3	3	9	Team to ensure poster frames are firmly attached to the walls.	Team	As used	6
Main Hall	Stacked Chairs- Risk of young people running into chairs.	Chairs stacked neatly in the corner of the room.	All but mainly young people.	2	2	4	Area supervised at all times by workers.	Team	As used	2
Main Hall	Pool table- Risk of pool table falling over.	Young people are supervised in the room at all times.	All but mainly young people.	3	3	9	Area to be supervised at all times.	Team	As used	6
Main Hall/ lounge access	Glass doors between main hall and lounge area- risk of young people running/ walking into the doors and the glass smashing.	Doors are left open at all times. Young people are supervised at all times when in the centre.	All	2	4	8	Area to be supervised at all times.	Team	As used	5
Main Hall	Loose Plug Socket- Danger of electrical shock.	Young people not allowed to plug in electrical equipment.	All.	2	4	8	Young people not allowed to use plug sockets.	Team	As used	5
Main Hall	Piano- Risk of young people climbing on the piano and falling off.	Young people are supervised in the room at all times and not allowed to climb on the piano	All but mainly young people.	3	3	9	Young people to be supervised in the area at all times.	Team	As used	3
Main Hall	Store Cupboard- risk of store cupboard being left open and equipment falling on young people.	Store Cupboard is kept padlocked at all times. Young people supervised when accessing equipment from the cupboard	All but mainly young people.	2	3	6	Young people to be supervised at all times when accessing cupboard.	Team.	As used	3
Main Hall	Table Tennis table - Risk of young people climbing on the table.	Young people supervised in the area at all times.	All but mainly Young people	3	3	9	Young people supervised at all times when using table tennis equipment.	Team.	As used.	3

Café	People carrying hot food up and down the ramp to kitchen	Keep the ramp clear	All	3	2	6	Area supervised at all times	Team	As used	3
Café	Pathways to tables being blocked	Keep areas clear	All	2	2	4	Area supervised at all times.	Team	As used.	2
Café Steps	Door way access to café area including stairs- risk of people tripping on the stairs.	Young people supervised in the area at all times.	All	3	3	9	Area supervised at all times.	Team	As used.	6
Café	Hot Water Urn on	Risk of being burnt by hot water	All	3	5	15	Area supervised at all times and warning notices up	All	As Used	6
Stairwell to level 1	Stairs-risk of falling up/ down the stairs.	None	All	2	5	10	Sign to be placed on the stairwell asking people to be careful on the stairs.	All	As used	8
First Floor Lounge	Plug Socket line- Risk of people tripping over.	Broken plug points removed electrical equipment no longer able to be plugged into points.	All	2	3	6	Area supervised at all times.	Team	As used.	3
First Floor Lounge	Fuse ball table- table not securely attached to leg stands. Risk of table falling over when young people use it.	Area of fuse ball table supervised at all times.	All but mainly young people.	3	3	9	Fuse ball table to be supervised at all times when being used.	Team	As used.	6
First Floor Lounge	Raised floors around the sides of the room- risk of people tripping over.	Area supervised at all times when used. Young people discouraged from running around in the area.	All but mainly young people.	2	2	4	Area to be supervised at all times.	Team	As used	2
First Floor Lounge	Windows-Old windows single paned but safety glass. Risk of young people sitting on window sills.	Area supervised at all times. Young people not allowed to sit on window sill.	All but mainly young people.	1	4	4	Area to be supervised at all times.	Team.	As used.	2
First Floor Lounge	Photocopier- in exposed area of the room. Risk of young people messing with the equipment.	Area to be supervised at all times. Young people not allowed to use the photocopier.	All but mainly young people.	2	3	6	Young people not allowed to use the photocopier. Young people supervised at all times.	Team	As used.	3
First Floor Lounge	Tables, chairs and sideboards. Risk of young people catching themselves, tripping over or sideboard falling over.	Area supervised at all times.	All but mainly young people.	4	3	12	Area to be supervised at all times.	Team	As used.	6
First Floor Lounge	Glass paned office- risk of young people running/tripping into the windows and potentially smashing the glass.	Area supervised at all times.	All but mainly young people.	1	4	4	Area to be supervised at all times.	Team	As used.	2

Main Hall	Book shelves- book shelves are empty and not attached to the floor risk of book shelves falling over if young people climb on/use them.	Young people are asked only use book shelves to store appropriate books, bags.	All but mainly young people	3	3	9	Area to be supervised at all times.	Team	As used	6
Main Hall	Pool table- risk of young people climbing on pool table.	Young people are supervised in the area at all times.	All but mainly young people	2	3	6	Area to be supervised at all times.	Team	As used	3
Main Hall	Stairs- Risk of young people using the fire exit stairs when not needed- Risk of falling down the stairs.	Young people are supervised at all times. Stairwell has a locked gate at the top.	All but mainly young people.	2	5	10	Area to be supervised at all times.	Team	As used.	5
Main Hall	Metal cabinet- Risk of young people walking into running into cabinet and/or it falling.	Young people are supervised in the area at all times.	All but mainly young people.	2	3	6	Area to be supervised at all times.	Team	As used.	4
Stairwell to level 2	Stairs- Risk of falling up or down the stairs.	Young people are supervised in the area.	All but mainly young people.	2	5	10	Area to be supervised at all times.	Team	As used.	6
Attic	Wires- risk of tripping over loose wires on the floor.	Wires to be tidied away after use. Young people to be supervised in the area at all times.	All but mainly young people.	4	2	8	Area to be supervised at all times. Wires to be tidied away after use.	Team	As used.	6
Attic	Musical instruments- Risk of instruments falling off music stands, risk of young people dropping instruments.	Young people to be supervised in the area at all times. Instruments to be stored safely and positioned correctly on stands.	All but mainly young people.	3	2	6	Instruments to be stored correctly and room to be supervised at all times.	Team	As used.	3
Attic	Pa System- Risk of speakers falling off stand if young people climb on them. Risk of damage to ears if system is not used correctly.	Young people are supervised in the area at all times. Young people are not allowed to climb on the speakers and are not allowed to use the PA system control levels unless they have been taught how to do so correctly.	All but mainly young people	2	3	6	Area to be supervised at all times. Young people to be taught how to use equipment if they wish to access it.	Team	As used	3
Attic	Storage space- stacked drum stand, boxes, unused music and lighting equipment, wire boxes.	Young people supervised in the area at all times. Not allowed into the storage space.	All but mainly young people	2	3	6	Young people supervised in the area at all times.	Team	As used.	3

Attic	Door to unused part of attic-door is accessible to young people even though there is a catch on the door. Risk of young people accessing unused part of the attic that has not been converted. Risk of young people using the stairwell. No lighting in that side of the room.	Young people are not allowed to use the door.	All but mainly young people.	2	5	10	Area to be supervised at all times.	Team	As used	8
Attic	Electric Heaters- risk of burns, fire.	Young people not allowed to use electric heaters. Only staff are permitted to switch electric heaters on and off.	All but mainly young people.	2	4	8	Only staff members are permitted to switch electric heaters on and off.	Team	As used.	5
Attic	Low ceiling height- risk of banging head.	Area supervised at all times. Main music space in the higher ceilinged area.	All but mainly young people.	3	2	6	Area to be supervised at all times.	Team	As used.	3
General Building	equipment	Areas to be checked	All	2	5	10	Fire lights checked and doors kept clear. Checks for extinguishers	Team	As used	6
General Building	Flooring- including vinyl tiled areas and laminate flooring. Risk of trips, slips.	Building supervised during sessions.	All	3	3	9	Building supervised during sessions.	Team	As used	6
General building	Doors- risk of trapping hands in doors, running into doors.	Building supervised during sessions.	All	3	3	9	Building supervised during sessions.	Team	As used.	6

Additional Safety Notes:					
Assessment Completed By:	Louise Stanfield	Job Title:	Trustee	Date Completed:	01/04/2022
Assessment Checked By:	Robyn Thomas	Job Title:	Manager	Date Checked:	01/04/2022
Date Due for Review:	March 2023				