

General Risk Assessment KCC

Kingswells Community Centre & Webster Park

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?
Slips trips and falls:	Staff and visitors may be injured if they trip over objects or slip on spillages.	<ul style="list-style-type: none"> ■ We carry out general good housekeeping. ■ All areas are well lit including stairs. ■ There are no trailing leads or cables. ■ Staff to keep work areas clear, e.g. no boxes left in walkways, deliveries stored immediately. ■ Children's buggies are not permitted in the hall due to the risk of depositing sand, mud, water or other unwanted substances from their wheels. ■ Users know (through hire agreement) to clear up spillages immediately and know where equipment for this is kept. ■ Clearing snow and ice from area immediately to front of main door. 	<p>Good housekeeping is needed in kitchen area, and both halls to ensure any spills are cleaned up immediately.</p> <p>Check that the domestic assistant knows which type of products to use on which type of floor.</p>	All staff, Manager to monitor.
Manual handling: Handling items such as chairs, tables and deliveries for coffee shop etc.	Staff may suffer injuries such as strains or bruising from handling objects which are either heavy or awkward to move.	<ul style="list-style-type: none"> ■ Ingredients bought in package sizes that are light enough for easy handling. ■ Commonly used items and heavy stock stored on shelves at waist height. ■ Suitable mobile steps provided and staff trained to use them safely. ■ Handling aids provided for movement of large/heavy items. ■ Sink at good height to avoid stooping. ■ Staff trained in how to lift safely. 	<p>Ensure team working for moving heavier items, get assistance.</p> <p>Ensure groups who are likely to be moving objects know where trolleys are stored.</p>	All staff, Manager to monitor.
Public health: Reducing the risk of virus transmission:	Staff and visitors may contract or transmit a virus, with a large amount of the public moving about both Centres.	<ul style="list-style-type: none"> ■ Staff are encouraged to wash their hands when they come into the Centre. ■ Sanitizer is available around both Centres for staff and visitors to use. ■ Anti-bacterial sprays are available around both Centres to clean equipment. ■ Both Centres are cleaned daily 	If there is a pandemic, ensure the Committee and Staff follow government guidelines and operate the Centres appropriately.	All staff, Manager to monitor.
Child attendance – Door Access: Children running out of building. Intruder entering the building.	<p>Child may run out of the building through fire door or exit door.</p> <p>An unwanted person may enter the building and hide in a space with intent to harm.</p>	<ul style="list-style-type: none"> ■ Activity leaders are encouraged to keep fire doors closed. If fire doors are opened, activity leaders should keep an eye on them and watch for any potential entrance or exit. ■ Out with staffing hours, exit doors should be manned by an activity leader or helper to let visitors in and out of the building. ■ No exit doors should be left propped open. ■ See our Security Policy and Risk Assessment. 	We insist that activities and private hirers keep their visitors safe, ensure doors are closed and locked out with staffing hours, and building access codes are not handed out to anyone that shouldn't be in possession of them.	All staff, Manager to monitor.

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Contact with steam or hot water:	Staff working in kitchen may suffer scalding or burn injuries.	<ul style="list-style-type: none"> ■ Staff trained in risks of release of steam. ■ Water mixer taps provided. ■ Heat-resistant gloves/cloths/aprons provided. 	<p>Display 'hot water' signs at sinks,</p> <p>Ensure staff trained in use of coffee machine.</p>	All staff, Manager to monitor.
Knives or sharp tools:	Staff involved in food preparation and service could suffer cuts from contact with blades.	<ul style="list-style-type: none"> ■ Staff trained in the handling of knives. ■ Knives suitably stored when not in use. ■ First-aid box provided and nominated first-aider always on site. 	<p>Tell staff not to use knives to open Packaging, suitable cutters will be provided.</p>	All staff, Manager to monitor.
Food handling:	Staff in coffee shop, frequent hand washing can cause skin damage. Some foods can cause some staff to develop skin allergies. Some foods contain allergens; make sure staff are aware of food contents .	<ul style="list-style-type: none"> ■ Wherever possible, use disposable gloves or tools (cutlery, tongs scoops etc.) to handle food /sweets etc. rather than hands. ■ Where handling cannot be avoided, hands are rinsed promptly after finishing the task. ■ Information about foods that may cause allergens is available in the Coffee Shop. 	<p>Staff reminded to thoroughly dry hands after washing.</p> <p>Remind staff to check for dry, red or itchy skin on their hands and to tell manager if this occurs.</p> <p>Remind staff to read food labels</p>	All staff, Manager to monitor.
Food Hygiene Training: Food served may not be hygienically prepared and served.	Coffee Shop users and visitors may become unwell after consuming unhygienically prepared food.	<ul style="list-style-type: none"> ■ Staff who run the Coffee Shop have Food Hygiene Certificate. ■ Staff to wash hands before serving in the Coffee Shop ■ Wherever possible, use disposable gloves or tools (cutlery, tongs scoops etc.) to handle food /sweets etc. rather than hands. 	<p>Ensure Food Hygiene Certificates are kept up to date.</p>	All staff, Manager to monitor.
Coffee Shop equipment: Crockery may be cracked or chipped. Tables & chairs may be unstable.	<p>Coffee Shop users and visitors may become injured by sitting at or on unstable tables and chairs.</p> <p>They may also be scalded by a hot drink if a cracked cup was to break.</p> <p>Chips and cracks also harbour bacteria.</p>	<ul style="list-style-type: none"> ■ Inspect cups, saucers and plates to ensure they are free of cracks and chips etc. ■ Inspect Tables and chairs to ensure stability 	<p>Staff reminded to check equipment and report and brakes or damages to be repaired or replaced.</p>	All staff, Manager to monitor.

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Coffee Shop Seating Area:	Food service staff, customers can trip, toddlers or babies in buggies could be injured from spilled hot beverages. Staff and customers could trip on toys left lying around.	<ul style="list-style-type: none"> ■ Risks from slips and trips and manual handling covered in previous sections. ■ Toy area in corner out of the way of walk through area. 	No children's buggies to be taken into cafe area. Encourage staff and parents to tidy away toys so they are not left lying out.	All staff, Manager to monitor.
First Aid:	Staff or users may have issues if there are no first aid trained staff or the first aid kits are not stocked correctly.	<ul style="list-style-type: none"> ■ Staff are first aid trained. ■ First aid kits are checked regularly and kept stocked with the correct equipment. ■ Defib units are checked to ensure the battery is working and the pads are in date. 	<p>Ensure that activity leaders are first aid trained.</p> <p>Inform public and activity leaders of where the first aid kits are located.</p>	All staff, Manager to monitor.
Electricity:	Staff or users could suffer serious injuries or burns as a result of electric shock caused by faulty equipment or installation.	<ul style="list-style-type: none"> ■ Manager/staff to visually inspect the system on an ongoing basis. ■ Fixed installation to be inspected and tested by an electrician on a regular basis. ■ Staff prompted to check equipment before use and to report any defects such as hot plugs, discoloured sockets, or damaged cables and equipment. ■ Access to fuse box kept clear, and staff know how to safely switch off electricity in an emergency. ■ Plugs and sockets are appropriate for kitchen environment. ■ A current PAT test to be in place for all portable appliances. ■ Private hire users are aware they are responsible for any equipment used on site. 	<p>P.A.T. testing to be done on a yearly basis by a competent tester.</p> <p>A qualified electrician to inspect the electrical system and advise on frequency of testing.</p> <p>Fuse box to be clearly labelled.</p>	All staff, Manager to monitor.
Fire:	If trapped, staff or customers could suffer serious/fatal injuries from burns or smoke inhalation.	<ul style="list-style-type: none"> ■ Fire risk assessment done as at www.communities.gov.uk/fire and necessary action taken. 	Ensure all actions identified as necessary by the fire risk assessment are done.	All staff, Manager to monitor.
Stored Equipment:	Users could be injured by collapsing stacks of chairs or stored equipment.	<ul style="list-style-type: none"> ■ Users made aware that they must stack chairs and equipment carefully so it does not collapse. 	Users to read chair and equipment storage procedures as highlighted in poster within hall storage area.	All staff, Manager to monitor.
Chemicals & cleaning equipment	Users could be injured or become when handling substances or become seriously ill if ingested.	<ul style="list-style-type: none"> ■ All cleaning products and chemicals are kept in locked cupboards. ■ Storage areas for chemicals are clearly marked. ■ Data sheets of cleaning products are kept on file. 	Remind staff to store away cleaning materials and chemicals safely once they've finished using them.	All staff, Manager to monitor.

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Machinery, buffers etc.:	Domestic assistant/staff risk injury from contact with moving parts on machinery. Manual handling injury.	<ul style="list-style-type: none"> ■ Staff trained in cleaning, assembly and operating procedures. ■ All dangerous parts of machinery suitably guarded. ■ Checks of machinery guards before use. ■ Staff trained to spot and report any defective machinery. ■ Safety-critical repairs carried out by competent person. ■ Ensure equipment operating instructions are easy to locate. 	Remind staff to isolate (switch off from power supply) machinery before carrying out maintenance or cleaning an appliance.	All staff, Manager to monitor.
Working at height: Cleaning windows, putting up decorations etc.	Staff risk serious injury from a fall from any height.	<ul style="list-style-type: none"> ■ Suitable stepladder securely stored and ready for use. ■ Staff trained in safe use of step-ladder. 	Users to check step-ladder condition before use. Get a colleague to hold the step-ladder steady.	All staff, Manager to monitor.
Workplace Temperature:	Staff and users could get too hot or too cold.	<ul style="list-style-type: none"> ■ Fans extractors and thermostats provided to control air temperature. ■ Staff encouraged to take rest breaks in warmer conditions. 	Encourage staff to take regular drinks of water.	All staff, Manager to monitor.