

Site Address:	Worlingworth Community Centre, Shop Street, Woodbridge IP13 7HX		
Date:	03/10/2025	Ref No:	

Tasks/Activities being assessed & location detail e.g. Filter changes Plantroom x Building x
Care to Dance – seated movement and dance class
Takes place at Worlingworth Community Centre twice a month

1: CHECKLIST OF HAZARDS/ASPECTS WHICH REQUIRE ASSESSING RELATIVE TO THIS TASK/ACTIVITY

- 'E' indicates environmental aspects which must always be considered.
- Include abnormal conditions i.e. Explosion, Flood, Fuel spill

HAZARD/ ASPECT	✓	Ref: A, B, Etc.	HAZARD/ ASPECT	✓	Ref: A, B, Etc.	HAZARD/ ASPECT	✓	Ref: A, B, Etc.	HAZARD/ ASPECT	✓	Ref: A, B, Etc.
Competence (including subcontractors) (E)	✓	A	Lead or products		N	Temperature Cold & Heat		AA	Transport (E)		NN
Communication (including subcontractors) (E)		B	Spills (E)	✓	O	Lighting (E)		BB	Vehicle Movement		OO
Co-operation		C	Work at Heights (ladders, scaffold, Roofs)		P	Ultra Violet light		CC	Moving machinery (Plant hazards)		PP
Electrical (LV AND HV)	✓	D	Work at Heights (Mobile Elevating Work Platforms)		Q	Adverse weather		DD	Resource use-Utility (Water/Elec/Gas/Fuel) (E)		QQ
Ventilation		E	Excavation (Falls/ Collapse/ Buried services)		R	Lasers		EE	Resource use-Raw materials (Consumables) (E)		RR
Noise/Vibration (E)	✓	F	Falling Objects		S	Non - Ionising & Ionising radiation		FF	General Waste & Packaging (E)		SS
Pressure		G	Restricted Access / egress (Persons/ Equipment)		T	Land Contamination (E)		GG	Wastes-Hazardous (including refrigerant gas and lamps)(E)		TT
Air Emissions (Fumes/Dust/ Odour/ Particulates) (E)		H	Limited Headroom		U	Fire		HH	Wastes-Sewage (E)		UU
Use or exposure to Gasses (E)		I	Confined Spaces		V	Water – Work on or near		II	Vermin/ Pigeons/ Pests		VV
Man-made mineral fibres (E)		J	Manual Handling		W	Water – Discharge to (E)		JJ	Display Screen Equipment (DSE)		WW
Asbestos (E)		K	Lifting		X	Infra-structure		KK	Work related stress		XX
Chemical/ Biological (E)		L	Uneven Surfaces	✓	Y	Work Tools/ Equipment		LL	Violence		YY
Pesticides/ Herbicides (E)		M	Slips/Trips & Falls	✓	Z	Lone working		MM	Wildlife/ Biodiversity (E)		ZZ

OTHER PEOPLE LIKELY TO BE EXPOSED TO THE RISK;-

Visitors	YES	The public	YES	Contractors	NO	Young Persons	YES	Staff	YES
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2: ASSESS THE RISK/IMPACTS (REFER TO RISK LEVEL ANALYSIS):

- Where there is a HIGH RISK you *MUST* seek further advice and controls.
- Additional control measures MUST be detailed in final column for any score over 6**

Ref Letter	WHAT IS THE HAZARD/ASPECT? (i.e. High roof, electricity, hazardous waste etc.)	WHAT IS THE RISK/IMPACT? (i.e. Fall, electrocution, Contamination)	WHAT ARE THE CURRENT CONTROLS? (i.e. Training, procedures, spill kits, PPE)	Risk Level L4 x S5 = 20 = HIGH	Further Action necessary? What and by when?
A	Competence of DanceEast staff and contractors	Injury (to participants) breaks, strains, bruises etc)	Prior to employment staff, artists and assistant artists are interviewed and their competence is assessed. DanceEast staff in attendance have all completed First Aid training.	3	Ongoing reviews of performance
D	Electrical	Burn, Electrocution, Death	All electrical equipment used is PAT tested; any equipment bought in and used by DanceEast will also be PAT tested.	5	
E	Spills	Bruising, Fractures & Brakes	Staff and artists to ensure that the floors are kept clean and any spillages are cleaned straight away. All drinks and liquids are to be moved away from the designated dance space.	3	Staff to take regular vigilance
F	Noise/Vibration	Hearing impaired	Artists will ensure music is kept at a reasonable level and will liaise with the venue.	2	Staff to take regular vigilance
Z	Slips, trips and falls	Bruising, Fractures & Brakes	Staff to ensure that the activity areas are kept tidy, including bags and coats which should be stored out of the way. Artists to ensure activity is appropriate to floor surface.	3	Staff to take regular vigilance

METHOD STATEMENT RELATING TO THIS TASK IF APPLICABLE- REF: _____

Assessment by Consultant (Print)	Sophie O'Connor	Sign		Date	08/09/2025	If consultant company stamp
If by consultant - Assessment Accepted by (Print)		Sign		Date		
Review by - Note Review ANNUAL (minimum)		Sign		Date		

3: RISK LEVEL ANALYSIS

Calculate score 1-5 for likelihood (L) & 1-5 for severity (S). Multiply these to get the risk level rating (RL).

LIKELIHOOD		X	SEVERITY
1	<u>Low –</u> Controls are in place to ensure the task/activity is safe and the environment is protected.	1	<u>Low risk/no impact</u> - Minor discomfort/impact or insignificant consequence.
2	<u>Low/Medium-</u> Some additional measures may be required to make the task/activity safe and protect the environment.	2	<u>Low/Medium risk/impact-</u> First aid /Hospital day case or minimal environmental consequence.
3	<u>Medium –</u> Additional controls are necessary to make the task/activity safe and protect the environment.	3	<u>Medium risk/impact-</u> Badly harmed (incapacitated for 3 day + , WRULD etc,) or moderate environmental consequence. Moderate 3rd party interest / enforceable standard.
4	<u>Medium/High –</u> Formal and documented controls are required to protect individuals and the environment.	4	<u>Medium/High risk/impact-</u> Severely harmed/Maimed (Paralysis/Blinded/Badly burned/Loss of limbs etc) Uncontrolled environmental release/significant 3rd party interest/risk of prosecution.
5	<u>High/imminent –</u> Formal and documented controls are required to protect individuals and the environment. Further action is necessary to mitigate unacceptable risk/impact.	5	<u>Unacceptable high risk/impact –</u> Death or chronic illness (i.e. Electrocutation / Asbestos related illness/Dangerous Occurrence) Severe/Chronic/large quantity environmental release/ 3rd party instruction/ High risk of prosecution.

(GUIDE ONLY)
RISK LEVEL RATING

5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5
	1	2	3	4	5

SEVERITY

KEY TO RISK LEVEL:

HIGH = 20-25 – Unacceptable / High RISK / IMPACT

MEDIUM = 8 – 16 Medium to High RISK / IMPACT

LOW = 1- 6 Low to Medium RISK/IMPACT

Do not attempt this work: seek advice from QHSE Manager

Additional control measures should be sought to reduce the risk before proceeding.

Adequate control measures may be in place: proceed with caution.