

Risk assessment

Organisation name: Worlingworth Community Centre

Assessment carried out by: C Holland & C Connelly, Trustees

Date assessment carried out: Jan 2022

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Slips, trips or falls, internal	Hall users, bar staff, manager, cleaner. By falling	Floor is flat and even. Hall is cleaned weekly and after events. Wipes are available to clear up any spills and a "wet floor" folding sign is available to users.	Regular checks	Trustees, cleaner	Ongoing	
Slips, trips or falls, external	Car park users, including passers-by. By falling	The car park is uneven in places. There is the danger of slips in icy weather.	Regular checks on condition of car park. Sign saying untreated surface	Trustees C Holland	Ongoing March 2022	
Use of knives	Hall users preparing food could cut themselves. Theft of knives could result in serious injury.	Knives in a kitchen drawer. Normally only regular users use the kitchen.	Ensure knives are kept in drawer.	Trustees / users	ongoing	
Electrical	Any user could suffer electrical shock or burns	Yearly P.A.T testing. Any damages are reported asap. Other users are briefed on use of the equipment.	Annual checks, including P.A.T. checks on portable appliances by a qualified electrician	Electrical Contractor – Geoff Corston	Yearly - ?	

Gas	NA	There is no gas supply to the Hall				
Moving Equipment from and to storage	Any user could suffer minor injuries such as trapped fingers or bruises, or injure their back.	All users are advised to exercise caution when lifting equipment. Use trolley to move large stack of chairs.	Ensure instructions are clearly displayed and users briefed.	Trustees	Ongoing	
Cleaning chemicals and equipment	Cleaner. Any user. Risk of chemical burns or ingestion. Risk of theft.	The cleaner knows what to do in the event of spillage. When the Hall is in use the cleaning materials available should be only those for general household use.	Cupboards to be reorganised so supplies and specialist chemicals are in a locked cupboard and separate from general cleaning materials, which should be available to users.	Cleaner	March 2022	
Fire	All users are at potential risk of being trapped with potentially fatal consequences.	There are three double fire exits within the hall all with regulation signs and with quick release bars. There is also the main entrance. The double exit within the hall 'snug' area exits onto the patio area and is flat. The other two exits in the hall have a small step out. The main entrance is flat.	Regular checks to ensure the doors are working properly and the exit routes are clear.	Trustees	Ongoing	

Theft	The Hall is unattended for long periods therefore there is risk of a break-in. Also risk from users stealing items.	The Hall has security lighting and CCTV. The bar is locked when not in use and has a security grill so only the bar manager has access. Supplies to be locked away. Petty theft, e.g. of handwash from toilets, is possible. Alarm system is operated by fob.	Regular checks to ensure lighting and CCTV are working.	Trustees, DPO	Ongoing	
“Disabled” access	People with a disability affecting their mobility	The only steps in or around the Hall are at the rear of the centre. This is one small step down onto the pathway. There are alternative entrances for wheelchairs.	The car park has a bay for blue badge holders –beside the front door. The “disabled” toilet has a long light pull and an emergency alarm pull fitted.	Trustees	ongoing	
COVID-19	Any user could come into contact with SARS-COV-2 and contract COVID-19.	Hand sanitiser is available at the front entrance with a sign requesting its use. Disposable masks, vinyl gloves, hand sanitiser, cleaning spray and a roll of cleaning paper are clearly displayed in the main hall for anyone to use. The Hall is cleaned regularly and the Hire Agreement requires users to clean the Hall after use or lose their deposit (which would be used to pay for the cleaning).	Checks after use.	Cleaner	Ongoing	