



## RISK ASSESSMENT

<b>DATE:</b> 2/2/2024 (Desktop review)	<b>EVENT:</b> General Risk Assessment	<b>LOCATION:</b> 22 Knox Road, Loughborough, LE11 2UP
--	---------------------------------------	--

AREA/ ACTIVITY	HAZARD	CONSEQUENCE	CONTROL	RISK			ACTION
				S	Li	R	
<b>Car Park and Exterior Footpaths</b>	Tripping and falling	Personal injury	Make sure site is clear  Hazards painted – Gas cover yellow, car park spacers white etc	L	M	L	Inspect site and remove trip hazards.
	Doors protrude over path	Personal injury	Door barriers have been fitted	L	M	L	None
	Main entrance barrier operation	Personal Injury	Only operated by over 18 year olds. Locked into position with a padlock. Forms part of induction training for key holders.	L	M	L	Monitor

	Traffic in car park	Accident or Personal Injury Theft from vehicles	Clearly marked car park spaces. Overhead lighting. CCTV	M	M	M	Sign re: removing valuables from cars Sign re: cars parked at owners risk
<b>Garden</b>	Security of area	Accident or personal injury. Children getting out of the garden and into carpark	Gates to be closed at all times. Children not to be left unattended	M	M	M	
	Slips/Trips in sloping areas	Personal Injury	Children not allowed at the side of the building No climbing on flower bund	L	M	L	Signage
	Rubbish thrown in from play ground/animal faeces	Personal Injury	Hirer to check the garden before allowing children out	L	L	L	
<b>General site</b>	Slipping on wet floor Tripping and falling	Personal Injury	Door mat installed in entrance hall. Yellow hazard wet floor signs available. Non slip vinyl flooring and carpet installed. Make sure routes are clear e.g. wires	L	M	L	None
	Incorrect moving of heavy items	Personal Injury Damage to property	Provided table trolley and chair trolley Manual handing training for operations manager	L	L	L	Training for new staff as appropriate

	Electric shock	Personal Injury	Electrical certificates for new building PAT testing for electrical equipment, policy in place	M	VL	L	
	Too many people in the centre	Personal Injury Damage to property	Limit on numbers for room hire stated on booking form. Total limit of 250 in the centre	L	VL	VL	None
	Fire equipment not working	Personal Injury Damage to property	Fire safety inspection. Fire drills Number of extinguishers available	M	VL	L	None
	Cords on blinds	Personal injury	Wands to open/close blinds. Fast release bottom cords	L	VL	VL	None
	Fingers trapped in doors	Personal injury	Door closures	L	M	L	To be considered
	Set-up e.g. ladders, putting up displays etc	Personal Injury	Metal hop up provided	L	L	L	

	Drinks and refreshments	Personal Injury Damage to property Allergies	Use hatch between kitchen and hall. Supervision by adults of hot drinks. Ask about allergies. Food hygiene training. No children in kitchen. Posters requesting that nuts are not brought into the centre displayed	L	M	L	Request allergy information from visitors Training for operations manager
<b>Kitchen</b>	Hot surfaces Sharp implements Cleaning materials Unsecured hot water boiler Dangling leads	Personal Injury	Sign on door – no children in the kitchen. Hirers shown how to operate equipment. Cleaning materials stored in wall cupboard Knives stored in block in cupboard Child safety lock on cupboard for cleaning materials	L	L	L	How to guide – for the equipment
<b>Toilets</b>	Cleaning materials Flooding of toilets or basins Broken baby changers Hot water burns	Personal Injury Damage to property	Cleaning materials kept on shelves in cleaner's cupboard Remove plugs from sinks	L	M	L	Remove plugs from sinks Hot water signs

<b>Maintenance</b>	Tools Ladders Hazardous materials Trailing wires	Personal Injury Damage to property	Contractor induction procedure & sign off. Contractor insurance & RAMS to be provided. Health and safety training for centre manager	M	M	M	Training for operations manager
<b>Smoking/Vaping</b>	Discarded matches or cigarettes	Fire	No smoking on site & signs in place. Fire extinguishers in place	M	M	M	
<b>Lone working</b>	Unable to raise alarm	Personal Injury	Portable phone available in hub for Arc staff. Follow lone worker policy. Non-Arc staff need to bring their own mobile phone	L	L	M	
<b>Fire</b>	See separate risk assessment	See separate risk assessment	See separate risk assessment	NA	NA	NA	NONE
<b>Burglary or vandalism</b>	Damage e.g. broken glass	Theft of items, area made unsafe	Monitored Fire alarm, Intruder alarm & CCTV – visible on site Inform Police & insurance company CCTV signage in place	VL	M	L	

LEGEND		
COMPONENTS OF RISK ASSESSMENT	S	Severity of hazard
	Li	Likelihood of happening
	R	Degree of risk
DEGREE OF RISK	H	High
	M	Medium
	L	Low
	VL	Very low
	N/K	Not known at this stage

RISK MATRIX

		LIKELIHOOD			
		H (Certain)	M (Possible)	L (Unlikely)	VL (Very unlikely)
S E V E R E I T Y	H (Death)	H	H	M	L
	M (Severe injury)	H	M	L	L
	L (Injury requiring treatment)	M	L	L	VL
	VL (No treatment required)	L	L	VL	VL