



Risk assessment record

Risk assessment detail									
Activity		Location		Persons at risk		Property at risk		Assessment date	
General site assessment		Entire site including all internal and external areas		All site personnel and visitors		Arc property, fixtures and fittings		November 2024	
Hazard	Hazardous effect	Initial risk			Risk control measures	Residual risk			
		L	C	IR		L	C	RR	
External areas, car park and walkways									
Slips trips and falls	Musculoskeletal injuries. Sprains and strains	2	2	4	Ensure the car park area is maintained in a satisfactory condition by removing hazards. Avoid any trip hazards such as unmarked hazards, or uncontrolled trailing cables.	2	2	4	
Main door hazards	Extension of door over pathway causing impact injuries Wind, rain and inclement weather	2	2	4	Consider fitting a door guard, but note that a low level guard could pose additional fall hazards. Under consideration. Care shall be taken in inclement weather. Keep door closed where practicable	2	2	4	
		2	2	4	Maintain signage on the door to ensure it is safely secured by closing and retaining on the Maglock when unsupervised.	2	2	4	
Car park barrier	Sprains and strains during operation. Musculoskeletal injuries.	2	2	4	associated with electrocution. the site. The barrier can generate its own hazards if not safely controlled during opening and closing. Ensure the lock is secured after opening and closing. Take extra care when opening and closing the barrier in high wind.	2	2	4	
Car park - vehicle use	Impact with other objects and inconsiderate parking.	2	3	6	Encourage all vehicle users to follow Highway Code best practice and guidance shall be maintained. Car parking shall be in accordance with parking marker pegs.	2	2	4	
Car park - pedestrian use	Impact of pedestrians with vehicles	2	4	8	Ensure all pedestrian walkways are maintained. Encourage best practice use of the car park by all pedestrians and vehicle users. All Highway Code best practice and guidance shall be maintained. Strict control of children and vulnerable people is required.	2	2	4	
Inclement weather	Snow, ice and strong winds	2	2	4	Ensure the pathways are cleared of snow and ice during winter. Use road salt to minimise the effects of ice and snow, using the spreader in extreme cases. Keep the front door closed during strong wind, closing it immediately after use.	2	2	4	
External storage units	See note in the ancillary areas page.				See note in the ancillary areas page.				
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Garden areas									
Safeguarding and security for vulnerable children and adults	Loss of security from open emergency gates. Lack of adequate safeguarding controls. Vulnerable people/children exiting the site.	2	4	8	All fire/garden gates shall be maintained in a closed position at all times. These are for emergency egress only and not for general use. All persons on site shall be responsible for ensuring they remain closed.	1	4	4	
	Trips, slips and falls	2	2	4	The garden area shall be maintained in a safe condition, free from any hazards for any persons. A suitable programme of garden/horticulture shall be maintained.	2	2	2	4
Garden pathways and grass area surface	General hazards from unmaintained garden areas. Lack of horticultural controls, hazardous storage areas and pebbled areas.	2	2	4	As identified above. In addition, perimeter areas shall be especially managed to avoid vulnerable people from leaving the site, and access being gained by any uninvited/unapproved visitor.	2	2	2	4
General waste and animal waste	Hazards from uncontrolled management of general and animal waste.	2	2	4	The garden area shall be checked before use for waste/hazardous items and any animal faeces. These shall be adequately cleaned up prior to use. All personnel and hirers shall be advised of this requirement.	2	2	2	4
Garden furniture and facilities	Lack of adequate management of garden furniture, damaged and broken equipment. Wilful damage of garden furniture	2	2	4	Garden furniture shall be checked before use and any damaged items quarantined. All personnel and hirers shall be advised of this requirement.	2	2	2	4
Bunds	Inadequate management of bunds, plants on bunds and slopes/ditches associated with bunds.	3	2	6	Repair or quarantine asap.	3	2	2	6
		2	2	4	The garden bunds pose a hazard for anyone, but especially for the young and vulnerable. Appropriate supervision is required to ensure access to the bund does not become a play or access area. All personnel and hirers shall be advised of this requirement.	2	2	2	4
Storage areas	Lack of control and safety of storage areas.	2	2	4	The storage areas pose a hazard for the young and vulnerable. These areas shall be prevented from access; they are out of general view and have some limited hazards. Supervision is required to ensure these hazards are not realised.	2	2	2	4
Perimeter fencing and management	Damage allowing access/egress from the garden area.	3	2	6	Any damage to fencing shall be repaired to a satisfactory standard. Refer to management controls identified in the "garden pathways" section above.	2	2	2	4
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Internal areas - 1									
Slips, trips and falls	Musculoskeletal injuries, sprains and strains, Fractures and bruising.	2	2	4	Ensure the entire area is maintained in a clean and tidy condition. Remove slip, trip and fall hazards, using signage to identify wet/work areas. Tidy up spills immediately and advise of any significant issues, gaining assistance if necessary. Maintain the non-slip flooring.	2	2	4	
Manual handling hazards	Sprains and strains, musculoskeletal injuries.	2	2	4	Ensure safe manual handling practices are used. Gain assistance where necessary. Follow H&S best practice and guidance. Only trained and experienced personnel may carry out manual handling activities. This includes minor handling activities such as moving tables and chairs where trolleys are provided.	2	2	4	
Unsafe electrical equipment Electrical shock	Electrical shock and associated injuries	2	5	10	Only trained or experienced users are allowed to work with electrical equipment and facilities. Equipment shall be checked before use by an experienced user.	2	3	6	
	Death	2	5	10	Any faults/damages to cables/wear and tear shall be immediately reported and quarantined. Trained First Aiders shall be available wherever practicable. Work to HSE guidance.	2	3	6	
Excessive numbers of people on site	Compromising of safe room fire safety limits and insurance requirements.	2	2	4	Ensure fire safety limits are maintained during events, activities and room hiring arrangements. Compliance with room together with the entire complex's approved limits is mandatory.	2	1	2	
Failure of fire control measures	Fire and lack of fire fighting equipment. Lack of awareness of fire procedures	2	2	4	Ensure all fire detection, alarm and fighting equipment is adequately maintained to approved national and supplier standards. Conduct weekly checks on the alarm system with the approved maintainer and record test events. Maintain fire extinguishers in accordance with approved standards and ensure extinguishers are maintenance recorded. Train personnel in the use of extinguishers, evacuation and best practice. Comply with the approved fire evacuation procedures.	2	1	2	
Cords on blinds	Entanglement, choking and falls of blinds	2	2	4	Ensure all blinds have easy break/release cords and spacing chords. Opening and closing shall be from wands only accessible from taller/older persons. Blinds shall be light-weight and have low impact hazards for small/vulnerable people.	2	1	2	
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Internal areas - 2	Consumption of drinks and food on site	2	4	8	Consumption of drinks and food shall be carried out in accordance with safe food practices. Caterers or Arc personnel provisions shall be in accordance to approved food hygiene standards. All drinks/food containers shall be satisfactorily cleaned and dried before and after use. All food prep/cutlery/crockery and drinks containers shall be stored carefully after use.	2	1
	Smoking and vaping (see also section on fire assessment)	2	4	8	No smoking or vaping is allowed on site. Signage shall be maintained and requirements upheld. Advise any person not following this policy to step outside the boundary to smoke/vape. Ensure no false alarm signals are generated to the alarm centre.	2	4
	Burglary	2	3	6	The site shall be locked in accordance with approved practice, by trained personnel. Reporting to emergency services shall be immediately carried out. Maintain CCTV cameras and recording equipment. Ensure intruder and fire alarms are maintained and regularly serviced in accordance with provider's specifications.	2	4
	Vandalism	2	2	4	Maintain CCTV warning signage. Advise insurance company of any burglary/vandal activity in accordance with their standard procedures. Maintain appropriate insurance cover.	2	4
Lone working	A wide range of hazards are associated with lone working. Strich controls are required.	2	5	10	Strict controls shall be maintained for lone working. Lone workers shall advise close contacts with their whereabouts and expected timings, advising of when their return is expected. No lone working is allowed without these basic provisions in place. Comply with lone working policy and carry a mobile phone at all times.	2	2
DSE	Eye fatigue, repetitive strain injuries, spine and neck fatigue and headaches	2	2	4	DSE provisions shall be maintained to all operational personnel. This includes work station assessments conducted by trained personnel. Records shall be maintained.	2	1
Safeguarding and security for vulnerable children and adults	Loss of security from unsecured front door. Lack of adequate safeguarding controls.	2	3	6	The front door shall be kept locked if left unsupervised. This includes when lone working. The kitchen door shall be similarly kept locked unless in continual use by a number of personnel. All users, including hirers, shall be advised of the requirement to keep doors secured at all times.	2	4
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Hazard	Hazardous effect	Initial risk		IR	Risk control measures	Residual risk			
		L	C			L	C	RR	
Internal areas - 3	Bruising, cuts and fractures	2	2	4	Monitor and report any trapping events. Should excessive instance occur, or when significant injury is reported, appropriate control measures shall be provided. Door closure times and other prevention measures shall be addressed. Under consideration.	2	2	4	
	Working at height and falls from height	2	3	6	Only trained and physically fit personnel shall work at height under supervision from a trained and experienced person. No lone working is allowed. Checks shall be carried out on work equipment, ladders, steps, etc and records maintained of safe condition. All activities shall be in accordance with appropriate H&S guidance and best practice. This shall include footing of ladders and working in, and to, safe conditions	2	2	4	
	Falls from same level	2	2	4	Falls from the same level are goftteh only attributed to the less-mobile, but still can be an issue for any fit and able person. Floors shall be maintained in a safe condition, slip and trip-free using safe cleaning and maintenance practices. Any floor damages shall be quickly resolved. Floor maintenance and cleaning will be safety-signed appropriately and any spillages cleaned immediately. Maintain the non-slip flooring.	2	1	2	
	Accidents and incidents	All incidents and personal injuries	2	4	8	The organisation shall provide a suitable number of trained First-Aiders to address any injuries sustained on the premises. These shall be recorded and any RIDDOR items immediately addressed by contacting the HSE. A suitable and sufficient reporting procedure and system shall be maintained. Refresher training shall be provided to existing First-Aiders in accordance with approved standards.	2	2	4
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Hazard	Hazardous effect	Initial risk		Risk control measures		Residual risk
		L	C	IR	L	C
Kitchen	Allergies and food intolerances	2	5	10	2	3
	Anaphylaxis, risk to life					6
Hot surfaces	Burns and scalds	2	2	4	2	2
	Water heater					4
Manual handling	Sprains and strains	2	2	4	2	1
Sharps and knives	Cuts and lacerations	2	3	6	2	2
Wet flooring and surfaces	Slips, trips and falls Musculoskeletal injuries	2	2	4	2	1
Electrical shock	Electrical shock and associated injuries	2	5	10	2	5
	Unsafe electrical equipment	2	5	10	2	5
Trailing cables	Various hazards associated with impact and falls of equipment resulting in a wide range of injuries	2	2	4	2	1
Cleaning agents	Contact with skin and eyes, leading to chemical burns, loss of sight etc.	2	3	6	2	1
Children	Lack of experience and lack of recognition of hazards	2	3	6	2	1
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Toilets/wash rooms									
Flooding of toilets	On-site flooding, resulting in damage to the entire facility	2	5	10	Carry out preventive maintenance and ensure all units are regularly inspected. Address any issues as they arise, do not allow maintenance issues to develop. Ensure overflows shall run to drain	2	1		2
Flooding of sinks	On-site flooding, resulting in damage to the entire facility	2	5	10	Carry out preventive maintenance and ensure all units are regularly inspected. Address any issues as they arise, do not allow maintenance issues to develop. Remove plugs from the sinks to avoid water build-up. Fit hot water hazard signs. Fit and maintain non concussive (push top) basin taps.	2	1		2
Damaged/broken change units	Fall hazards to those being changed	2	4	8	Regularly review and assess any ongoing issues. Monitor and maintain. Address any issues as they arise, do not allow maintenance issues to develop.	2	1		2
Burns from hot water taps	Burns and scolds	2	2	4	Monitor water heaters and address any issues as they arise. Ensure water temperature developed by the heater is less than 40C during use.	2	1		2
Chemical burns	Chemical burns and skin damage	2	1	2	Ensure no cleaning agents are allowed in the toilet wash rooms. All cleaning agents are to be locked in the CoSHH cupboard and used only by approved and trained personnel. The CoSHH cupboard shall remain fully locked at all times. Use of approved cleaning agents shall be in accordance with manufacturers safety and recommended use instructions.	2	1		2
Slips, trips and falls	Musculoskeletal injury Sprains and strains Bruising	2	2	4	Following any flooding issues, the toilet/wash room shall be locked and signed accordingly. During cleaning, the room is closed and signed. Any wet floor is allowed to dry out before being brought back into use.	2	1		2
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		L	C	L	C	RR
Cleaning Operating cleaning machines	Sprains and strains Electrocution Trips and falls	2	2	4	1	2
Manual handling	Sprains and strains Musculoskeletal injuries	2	2	4	1	2
Lack of CoSHH controls	Various hazards associated with lack of substance safety awareness	2	2	4	1	2
Contact with substances	Splashes of substances to eyes Chemical burns Dermatitis	2	2	4	1	2
Slips, trips and falls	Musculoskeletal injuries Sprains and strains Bruising and cuts	2	2	4	1	2
Sprains and strains	Musculoskeletal injuries Sprains and strains	2	2	4	1	2
Incllement weather when working outside	Hazards associated with snow and ice: slips and falls Exposure to cold	2	2	4	1	2
Working at height	Falls Musculoskeletal injuries	2	5	10	3	6
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		L	C					L	RR
Maintenance	Falls from height resulting in musculoskeletal injuries, fractures, bruising, cuts etc.	2	5	10	Follow best practice techniques in the use of hop-ups and small step ladders. Avoid any hazards above the work area, do not overstretch and work within personal safety limits. Use ladders in accordance with best practice, seek assistance to "foot" ladders when in use. Refer to HSE guidance for best practice techniques.			2	6
	Sprains and strains, spinal injuries	2	2	4	Follow manual handling best practice on moving and handling work equipment, seek assistance if required when dealing with heavy items, or those difficult to move. Work within personal capabilities. Refer to HSE guidance for best practice techniques.			2	2
	Various hazards associated with working with substances	2	2	4	Provide training on COSHH awareness to ensure substance use is managed and controlled. Follow manufacturers guidance for each substance and ensure appropriate PPE is provided demonstrated in correct application and worn by users.			2	2
	Chemical burns, splashing to eyes	2	2	4	Use of appropriate PPE is mandatory, this includes the use of gloves and eye protection. Wash off any splashes immediately and monitor the effect of any contact. Record any incidents that require first aid, opportunities for improvement and RIDDOR reporting.			2	2
	Sprains and strains Cuts and bruising	2	2	4	Work to best practice principles and avoid any slip, trip or fall hazards. Follow guidance and training provided. Seek first aid for any injuries or incidents. Maintain a high level of safety awareness of working hazards, including those created by persons working around you.			2	2
Electrical equipment use	Electrocution and injuries associated with electrocution. Death	2	5	10	Only trained or experienced users are allowed to work with electrical equipment and facilities. Equipment shall be checked before use by an experienced user. Any faults/damages to cables/wear and tear shall be immediately reported and quarantined. Trained First Aiders shall be available wherever practicable. Work to HSE guidance.			2	5
Inclement weather when working outside	Slips, trips and falls, bruising, cuts etc.	2	2	4	Follow safe working practices in external activities, use appropriate PPE. Seek assistance when working externally in adverse conditions. Avoid lone working in hazardous situations.			2	2
Operating work equipment	Various hazards associated with work equipment, cuts, bruising, musculoskeletal injuries	2	2	4	Ensure adequate training is provided on best practice in the use of work equipment and follow manufacturers guidance. Care shall be taken when working with electrical equipment to avoid electrocution. Follow guidance and best practice and maintain awareness of trip and fall hazards. Use appropriate PPE and follow HSE guidance.			2	2
Painting and decorating	Various hazards as identified above. Contact with substances. Paint volatiles (fumes). Preparation of the workplace. Use of work equipment e.g sanding and preparation tools. Clean down and environmental issues. Working at height - use of step ladders/ladders and hop-ups (see above for further details)	2	2	4	Refer to the above hazardous activities guides and effects when preparing the workplace/painting. In particular, the safe use of ladders/steps/hop-ups shall be ensured when working above arm height. Carefully follow the guidance notes and manufacturers recommendations on paint/varnish use. All paints, both solvent (oil) based and aqueous based pose respiratory and inhalation hazards, so ensure adequate ventilation is maintained both throughout and following the painting process. In the event of inhalation issues, move the person to a safe area and seek medical/First Aid advice. Wear appropriate clothing and avoid contact with skin and eyes. Use appropriate PPE e.g. gloves (and goggles where necessary) ensuring any paint products splashes are washed off immediately. Preparation of the workplace, including sanding and stripping, shall be carried out using best practice techniques, ensuring appropriate face masks and goggles are used where dust is a hazard. Gloves shall also be required in the event of skin contact with any substances. Wear appropriate clothing to avoid contact through splashes etc. Prepare the workplace with dust sheets to avoid damage to building infrastructure. Carefully dispose of used paint containers in accordance with manufacturers recommendations. Liaise with Arc personnel to organise the workplace and site facilities/welfare provision. Post appropriate signage to advise of the workplace in use and also those areas painted to avoid subsequent contact/exposure by others.			2	2

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Ancillary areas									
GB Hall store	Falls of objects from height Musculoskeletal injuries from manual handling of chairs/tables	2	2	4	Maintain the storeroom in a tidy manner to avoid trips and falls. Advise users on how chairs and tables shall be stored. Ensure hirers understand their roles and responsibilities. Use the trolleys provided for movement of chairs and tables. Report any damages to allow for maintenance to be carried out on equipment.	2	1	2	2
Plant Room	Manual handling hazards	2	2	4	Maintain the plant room in a tidy manner to avoid trips and falls. Ensure access is continually maintained to electrical, gas and water installations. Avoid using the area for storage wherever practicable. Ensure all utility supply, flow and return markings are signed and maintained.	2	1	2	2
Gas installations	Gas leakage, fire and explosion	2	6	12	Maintain boiler on an annual basis together with a gas installation check. Record and store maintenance records. Act on any maintenance recommendations immediately. Affix gas hazard/safety markings to the installation.	2	1	2	2
Asbestos	Nil on site	2	1	2	As the site was constructed in 2019, there should be no asbestos in the building in accordance with asbestos regulations. In the event of doubt over a suspect material, consider it asbestos until proven otherwise. In this event, full compliance with asbestos regulation shall be carried out.	2	1	2	2
External storage units	Manual handling hazards, sprains and strains Musculoskeletal injuries	2	2	4	Ensure storage facilities are maintained in a clean and tidy manner, allowing for easy access to stored materials and equipment. Gain assistance when accessing stored equipment. Ensure equipment is carefully stored/stacked to avoid damage. Check regularly for any animal damage of ingress of water etc..	2	1	2	2
Electrical system control in the Plant Room Failure of safety trips	Electrocution	2	5	10	Conduct regular inspections and check safety trips. Maintain continual access to the panel to ensure electrical isolation is possible.	2	1	2	2
	Death	2	5	10	Comply with IEE safety standards. Employ approved electricians to maintain electrical systems.	2	1	2	2
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Fire (page -1) Onsite fire	Burns and loss of life to personnel/site users Fire and loss of amenity	2	6	12	Refer to The Arc Fire Evacuation Plan All fire warning/control systems shall be regularly maintained to national and supplier standards. Personnel, customers and hirers shall be trained/advised in best practice of fire safety procedures. Best practice arrangements shall be reviewed regularly maintained. Fire extinguisher training shall be provided. The Arc is considered to be a low-risk building. It contains no high-risk equipment and stores and has a fire profile similar to that of a single-storey modern office building. Modern and well-managed fire detection facilities exist covered with regular maintenance. Good egress arrangements exist in accordance with modern fire safety design and build. The main hazards are associated with personal harm, namely lack of fire safety/awareness and safe egress options. However this can be mitigated by training or with information to hirers. Regular maintenance and management of the fire evacuation procedures are essential for safe egress from the site. Fire safety controls shall be regularly maintained in accordance with approved national and supplier standards. Fire doors shall be marked and maintained in accordance with fire safety standards. Doors with appropriate fire resistance performance shall be specified throughout the site in accordance with national standards. Add fire/smoke detection to the hall store.	2	2	4			
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Fire (page 2)					Refer to The Arc Fire Evacuation Plan				
Smoking and vaping	Lack of fire control	2	6	12	Refer to the content listed within this assessment in page/section "internal areas - 2"		2	2	4
Housekeeping	Various hazards	2	6	12	Monitor and control access to extinguishers, ensuring safe access is maintained. Ensure egress to safe areas are maintained. Keep all areas free of accumulating obstacles, waste, combustible materials.		2	2	4
Fire extinguisher use and controls	Lack of training and awareness	2	6	12	Train at least one person in extinguisher selection and use. Ensure annual inspection and maintenance is carried out on all extinguishers.		2	2	4
Fire wardens	Lack of training and fire/evacuation awareness	2	6	12	Ensure key personnel are trained in fire prevention and evacuation management. Special training is required for disabled people during an evacuation. Allocate supervisory role for evacuation and checking of all personnel are safe during an evacuation. Provide liaison with emergency services and shut off all hazardous plant and equipment.		2	2	4
Fire drills, alarm checks and emergency fighting checks.	Lack of regular inspection and testing	2	6	12	Drills should be carried out at 6 monthly periods, with weekly alarm testing and annual emergency lighting tests.		2	2	4
Record management	Lack of recording				Ensure all safety activities are formally recorded. All safety management items should be capable of being adequately demonstrated.				
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Risk assessment methodology

Key to scoring system		
People		Property and assets
Likelihood	Consequence	Likelihood
1 Improbable occurrence	1 Trivial injuries or ill health Not requiring First Aid, no permanent damage	1 Improbable occurrence
2 Possible occurrence	2 Minor injuries or ill health Requiring First Aid, no permanent damage	2 Possible occurrence
3 Occasional occurrence	3 Major injury or illness to ONE person RIDDOR reportable, permanent damage	3 Occasional occurrence
4 Frequent occurrence	4 Major injury or illness to SEVERAL people RIDDOR reportable, permanent damage	4 Frequent occurrence
5 Regular occurrence	5 Death of ONE person RIDDOR reportable	5 Regular occurrence
6 Common occurrence	6 Death of SEVERAL people RIDDOR reportable	6 Common occurrence
Consequence		Consequence
1 Negligable damage		1 Negligable damage
Not requiring immediate repair		Not requiring immediate repair
2 Minor damage		2 Minor damage
Requiring minor repair		Requiring minor repair
3 Moderate damage		3 Moderate damage
Location closed for a short period		Location closed for a short period
4 Severe damage		4 Severe damage
Location closed for a long period		Location closed for a long period
5 Major damage		5 Major damage
Temporary closure of the site for long period		Temporary closure of the site for long period
6 Catastrophic damage		6 Catastrophic damage
Total loss of the site, with no recovery		Total loss of the site, with no recovery
Risk matrix		Risk explanation
Risk rating		
Likelihood x Consequence		
Low risk 1 - 8 (3% - 16%)	1 - 8 Acceptable	While further action may not be reasonable or practicable, it is essential that process controls are monitored throughout work activities.
Medium risk 9 - 16 (17% - 46%)	9 - 16 Insufficient	Improvements are required to reduce the risks to an acceptable level and a suitable timescale must be established. Monitoring is required for control measures.
High risk 18 - 36 (47% - 100%)	18 - 36 Unacceptable	Work must not be permitted until suitable measures have been implemented to an acceptable level. Monitoring is required for control measures.

6	12	18	24	30	36
5	10	15	20	25	30
4	8	12	16	20	24
3	6	9	12	15	18
2	4	6	8	10	12
1	2	3	4	5	6