

Banwell Parish Council

Youth Community Centre – General User Risk Assessment

Identified Hazards	Who's Exposed	Frequency	Severity	Observations	Risk Rating	Action Required	
Main Entrance							
i) Moving vehicles in car park	All site users	Medium	High	i) Speed hump to slow vehicles entering site.	Medium	i) Sign for gate required Could use net to stop litter from blowing out.	
ii) Pedestrian Access		Medium	Medium	ii) Walkways and entrances are generally in good order.	Medium		
iii) Parking Area – slips and falls.		Medium	Medium	iii) Car park tarmac replaced. Can be slippery after frost. Grit bin checked annually. Gate kept closed unless building in use when Clerk checks its safe.	Low Medium		
iv) Propane Gas tank		Low	High	iv) Propane Gas in 6ft high metal fenced area safe and secure. Not locked. No second access if a fire starts by current access.	Medium Low		
vi) Waste storage – littering		Medium	Low	vi) Wheelie bin, two recycling boxes & tetra-cycle bin	Low		
YCC external							
i) Access and Egress	All site users	Medium	Low	i) Vehicle entrance and paths were smooth and even, although weeds in cracks of path around bulidng.	Medium	Remove weeds every 6 months as part of spring / summer clean.	
ii) DDA Provision		Low	High	ii) As above	Medium		
iii) All fire exit doors		Medium	High	iii) Fire Risk undertaken annually in August. Escape routes and fire exit doors checked weekly. Marked with signs and are kept clear	Medium		
i) Entrance, walkways, paths and patio area	All site users	Medium	Medium	i) All paths and the patio were smooth and even overgrown edges in places.	Medium		
ii) Bushes, shrubs and Trees		Low	Medium	ii) Trees annually inspected every 14 / 15 months.	Medium		

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Internal - On Monday – Wednesday North Somerset use the kitchen who have their own additional risk assessments.						
i) DDA Compliance	All site users	Low	High	i) Disabled access button installed (although only used on exit), lift maintained twice a year.	Medium	At present each group has their own trained first aider. Clerk is only emergency at work trained.
ii) Slips, trips and falls – Injury caused by tripping over objects or slipping on spillages.		Medium	Medium	ii) General good housekeeping. Caution steps signs All areas well lit, including stairs with secure handrail. Spills mopped up immediately, a mop, bucket, brushes and pan available. 2 x First Aid box provided (main hall & kitchen).	Medium	
iii) Fire If trapped staff and visitors could suffer fatal injuries from smoke inhalation/burns.		Low	High	iii) Fire risk assessment carried out annually and Fire alarm system maintained quarterly. Fire escape route kept clear of obstructions & combustible materials at all times. Fire Action Notices on all fire exits. Members of the public unfamiliar with the building to be reminded of the fire exits.	Medium	
Hall –						
i) Slips, trips and falls – Injury caused by tripping over objects or slipping on spillages.	All site visitors	Medium	Medium	i) General good housekeeping. Caution steps signs and all areas well lit, including stairs with secure handrail. Disabled access lift. First Aid box provided with signs. Spills mopped up immediately, a mop, bucket, brushes and pan available. Small children are parents / carers responsibility.	Low	Checks undertaken on handrail stability twice a year. Clerk is only emergency at work first aid trained. All events to have qualified first aider.
ii) Cuts and abrasions		Medium	Low	ii) Qualified first aider is responsibility of group.	Low	
iii) Emergency evacuation procedure; fire terrorist attack		Low	Medium	iii) Procedure in place for emergency evacuation – to include methods of egress; designated assembly point (Car Park), clerk as fire marshal, emergency services contacted by clerk in the event of an emergency. Office phone available only when clerk present.	Medium	
iv) Risk of fire		Low	High	Current fire risk assessment carried out annually. Clerk is fire Marshall. Volunteers aware of fire procedures and assembly point.	Medium	

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Kitchen						
i)Gas boiler could malfunction.	All site visitors	Medium	Low	i)Gas boiler installed June 2010, which is serviced annually. Clerk instructed in its use.		
ii)Slips, trips and falls – Injury caused by tripping over objects or slipping on spillages.		Low	Medium	ii)General good housekeeping. Caution steps signs All areas well lit, including stairs with secure handrail. First Aid box provided. Spills mopped up immediately, a mop, bucket, brushes and pan available.		
iii)Cuts and abrasions		Low	Low	iii)Knives stored in plastic box above the microwave. First Aid box provided. Where possible use tools (cutlery, tongs, cake slice etc.) to handle food rather than hands.		
iv)Food Handling Frequent hand washing can cause skin damage.		Low	Low	iv)Food grade, single use, non-latex gloves are available for tasks that can cause skin problems Where handling can't be avoided hands are washed promptly afterwards. Hand washing facilities are provided.		
v)Contact with steam, hot water and hot surfaces - scalding injuries or burns.		Medium	Medium	v)Kitchen equipment including water boiler & coffee PA tested annually. Staff & volunteers trained how to safely use water boiler and coffee machines. Rubber gloves, cloths and aprons and oven gloves provided. Hot water signs displayed at sinks and mixer taps provided.		
vi)COSCH		Medium	Medium	vi) COSHH list kept in kitchen.		Label boiler and under sink cupboard. COSHH data sheets to be stored in these cupboards.
vii) Food Poisoning / Food Allergies		Low	Medium	vii) Food hygiene / safety is the hirers responsibility. The kitchen is a shared facility, and it is possible that nuts or other allergens have been used during previous activities. The PC cannot guarantee an allergen-free environment. Hirers / users are advised that the use of the kitchen is at their own risk & PC will not be held liable for any harm/allergic reactions arising from use of the kitchen or equipment		