

Sedbury Space

Risk Assessment

All Volunteer Competent Person must conduct a Risk Assessment before the Centre is used by any group and sign on the data sheet for the activity at the Centre

What are Hazards	Who might be harmed and how?	What is SS Committee already doing?	Do you need to do anything else to control the risk?
Slips Trips and Falls	Volunteers and visitors may be injured if they trip over objects or slip on spillages.	General good housekeeping is carried out. All areas well lit, No trailing leads or cables. Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately.	Better housekeeping in all areas needed, e.g. on spills. Advise H&S Officer of any loose / broken floor surface to be repaired/replaced.
Fire Extinguisher	Volunteers and visitors may be injured if a fire breaks out	Regularly checking all extinguishers have not been tampered with, are in date and are at the correct level to use	Visual check at the beginning of any activity
Electrical Equipment	Volunteers and visitors may be injured when using the appliances	General good housekeeping is carried out. PAT testing on all electrical equipment. No trailing leads or cables. No breaks or splits in cables	Visual check at the beginning of any activity Turn off all non-essential electrical equipment after each activity
Clean Kitchen & Toilets	All Volunteers and Visitors using the Centre	Toilet, Kitchen and Servery cleaned weekly as part of cleaning schedule.	Visual check at the beginning of any activity. If dirty, area to be cleaned before use. Chair and Health and Safety Officer to be informed. Any spills to be mopped up as soon as the spill has been reported <i>and cleaning sign placed in front of the toilet</i> . Toilet pan and sink to be wiped down at end of every session.
Rubbish and Food Bins	All Volunteers and Visitors using the Centre	Food and Rubbish bins are checked and emptied each week for bin day on Thursday	Visual check before and after activity ensuring bins do not overflow. If full or nearing full then remove and change the bag with an empty and clean bag.