

Risk assessment – Wiltshire North County Guiding Centre

Date of risk assessment: **December 2016**

Name of Assessor: **Laura Leighfield, County Property Advisor**

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?
Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages.	General good housekeeping is carried out. All areas are well lit There are no trailing leads or cables. Walkways are to be kept clear and are not to	Regular checks of all flooring and carpets to ensure that they remain in good condition and are not fraying.	Management Committee Cleaning Company Users	Ongoing
Hazardous substances Eg cleaning products	Only mild cleaning products are kept on site. If any stronger cleaning chemicals are required, they will be bought in by a specialised company and removed from site when finished with. All cleaning works are to take place when users are not in the building.	Mops, brushes and strong rubber gloves provided Cleaning products marked 'irritant' replaced with milder alternatives. The Cleaning company are to ensure that all staff are trained to use products safely. Cleaning products are to be stored securely in the cleaning cupboard and clearly marked in the correct containers.	Any spillages are to be cleared up immediately.	Management Committee Cleaning Company	Ongoing
Vehicle movement	Pedestrians could suffer serious injury if struck by cars entering/leaving car park or moving in it.	Entrance/exit to car park clearly marked For large events, parking controlled by marshals wearing high-visibility vests. Car park well lit. Skip/recycling collection takes place at times when hall not in use.	Apply 5 mph speed limit in car park Advise users of hall, to consider whether they need to control car parking.	Management Committee Users	Ongoing
Electricity	Users risk electric shocks or burns from faulty equipment or installation.	Fixed installation correctly installed by qualified electrician, and inspected regularly. All repairs by qualified electrician Portable equipment checked for visual signs of damage before use. PAT Testing is to be carried out annually by a qualified electrician. The electric cupboard is to remain locked at all times. Users are to be reminded that they are responsible for any equipment used on site	Make sure hall users know where the fuse box is and how to switch supply off in an emergency. Hall users are to report any issues with electrical equipment	Management Committee Users	Ongoing

Stored Equipment	Users could be injured by collapsing stacks.	Users know that they must stack tables and chairs carefully so that they do not collapse. The Management Committee should ensure that items in all cupboards are stacked correctly, so as not to fall.	No further action needed.	Management Committee Users	Ongoing
Manual Handling	Users may suffer back pain if they try to lift objects that are too heavy or awkward.	Heavy items are to be lifted by two people. Mechanical aids are to be made available to members of the Management Committee, should they be required.	No further action needed	Management Committee Users	Ongoing
Asbestos	Staff, and others, carrying out normal activities at very low risk. Asbestos only poses a risk if fibres are released into air and inhaled. Maintenance workers are most at risk.	An asbestos survey has been carried out and all asbestos is marked, as required by legislation.	Damaged asbestos to be removed by specialist contractors.	Management Committee Users	Ongoing
Fire	If trapped, staff could suffer fatal injuries from smoke inhalation/burns	Fire Risk Assessment to be undertaken. Fire extinguishers are to be checked annually by a qualified company. The fire alarm is to be serviced and maintained regularly by a qualified company. Any faults are to be reported to the Management Committee	Ensure the actions identified as necessary by the fire risk assessment are done.	Management Committee Users	Ongoing

You should review your risk assessment if you think it might no longer be valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)

Specific risk assessments for the following areas are available, should they be required:

- Office
- Archive and storage Room
- Boiler Room
- Cleaner's Cupboards