

<u>Tarvin Community Centre</u>		<u>Risk Assessment</u>	March 2021		
What are the hazards?	Who might be harmed and how?	What are we already doing	Do we need to do anything else to control the risk	Action by who?	Last reviewed
Slips and trips Doorways, uneven surfaces Cleaning floors	Centre users may be injured if they trip over objects or slip on spillages	Surfaces well maintained Car park and outside areas well lit Electric leads taped down Users know (through hire agreement) to clear up spillages immediately and know where equipment is kept	Inspect car park and surrounding area regularly and request repair as necessary Advise Qwest re potholes/trip hazards as necessary Ensure availability of cleaning equipment	EJL EJL	Feb-21 Feb-21
Working at heights: Changing light fittings Cleaning windows Putting up decorations Access to high level walkway in Hall	Falls from heights can cause bruising and fractures	Suitable ladders/steps are available for use only by Committee Members and Caretaker, and clearly marked NO access to high level walkways except by Committee Members and Caretaker - notices on the fixed access ladders identifying restrictions on use		EJL	Feb-21
Vehicles	Pedestrian could suffer injury if struck by vehicle	Car park well lit	Consider 5mph speed sign in entrance to car park Consider sign advising presence of children	Considered by Committee 2018 & decided against	
Stage Area	Users falling from the stage Tripping on uneven floor Tripping over stage equipment	New raised strip installed 2020 New floor covering 2020 Stage area repainted with new lights and decluttered 2020		EJL	Feb-21
Equipment	Strain from lifting/moving equipment	Notices regarding chairs not to be stacked more than 6 high Tables moved by trolley if possible	No		
Kitchen	Burns and scalding from hot liquids	Signs warning of hot water No children allowed		EJL	Feb-21