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| **Site / Location:**  Queen Elizabeth II Jubilee Centre 23a Whitstable Road Faversham Kent ME13 8BF | | **Activity:**  Indoor Play Area | | **Persons conducting assessment:**  Richard Woolard  Tech IoSH  **Person Reviewing:**  Karen Cheeseman | | |
| **Risk Assessment**:  No. 3 | **Review Date:**  8th June 2023 | **Next Review Due:**  June 2024 | **Revision No:**  V1.4 | **Name:**  Richard Woolard | **Signature:**  R. Woolard | **Date:**  1st May 2019 |
| Persons Exposed: | Employees ✓ | | Other Workers ✓ | Public/Visitors ✓ | Students ✓ | |

| **HAZARD** | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
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| Factors of Harm | | Risk  Multiple of columns 1 × 2 | CONTROL MEASURES | Factors of Harm | | Residual risk  Multiple of columns 5 × 6 |
| Likelihood | Severity | Likelihood | Severity |
| **Slips, trips and falls.** In the play area and adjacent café area there are multiple potential trip hazards which can include, but may not be limited to:  Push chairs, buggies, prams, bags, all left across walkways, etc.  Slipping and tripping can result in a fall on the same level leading to:   * Fall/impact injuries. * Other physical injuries such as strained muscles. * Damage to dropped items. | 3 | 2 | 6 | * Floor to be kept as clear as possible – particularly fire/exit routes * Spilt liquids to be cleaned immediately * Floorcoverings to be kept to a good standard * Good standards of general housekeeping * Employees to receive regular talks on slips trips and falls * Staff to supervise play area constantly when in use | 1 | 2 | 2 |
| **Housekeeping**  Poor housekeeping can lead to greater risks of trips, falls etc., greater fire risk and environmental hazards. | 3 | 2 | 6 | * Rubbish bins to be strategically placed within public areas * Rubbish bins to be emptied on a regular basis * Walkways to be kept obstruction free * Managers to supervise employees to ensure good level of housekeeping is maintained * Employees to receive regular reminders on importance of good housekeeping | 1 | 1 | 1 |
| **Lighting**. Poorly lit conditions can be experienced at night, late afternoons, early morning or poor weather conditions or broken bulbs, lights etc.  Can result in visual impairment leading to the exacerbation of other hazards. | 3 | 2 | 6 | * Ensure all lights are in good working order * Employees to report any lighting defects to management | 1 | 1 | 1 |
| **Fire**  Can result in injuries or fatalities | 3 | 3 | 9 | * Fire exits and routes to be kept clear at all times * A Fire marshal to be in attendance when premises are occupied (ensure designated ‘fire marshal responsible’ areas are within reason) * Extinguishers serviced and maintained on an annual basis * Extinguishers to be unobstructed at all times * Regular fire evacuations to be undertaken – at least every 6 months to ensure all employees attend at least 1 fire drill annually. Be aware of vulnerable people and make sure staff know how to evacuate anyone with special needs. * Routine inspections on fire detection and alarms to be conducted and documented (at least annually) * Fire alarm points to have evacuation plan (showing muster points) * Because the play area has multiple levels and obscured sightlines the evacuation procedure will need allowance for users with limited mobility | 1 | 1 | 1 |
| **Electricity** e.g.   * Loose wiring on plugs * Over-flexed/stretched cables * Overloaded electrical sockets * Poorly maintained equipment   This can result in:   * Electric shock and burns * Failure of equipment   Shorting out of cable leading to electrical fire | 3 | 3 | 9 | * Equipment to be Portable Appliance Tested on an annual basis if over a year old, results kept on file with register of all electrical appliances * Visual inspections of electrical equipment to be conducted prior to use and regular inspections documented * PAT labels attached to all equipment to aid visual inspection * Mains electric installation panel to be tested every 5 years | 1 | 1 | 1 |
| **Manual Handling**, such as:   * Lifting * Carrying * Pushing * Pulling   These can be associated with:   * Furniture and equipment * Other heavy, unwieldy items   Can result in:   * Slipped Disc * Hernias * Strained muscles   Other Musculoskeletal Disorders | 3 | 2 | 6 | * Employees to be trained on manual handling procedures * No person is to be expected to complete a manual handling activity beyond their personal ability * Items to be stored appropriately and not demand over reaching or stretching * Materials/equipment to be moved as close as possible to activity by mechanical aids before relying on manual handling * Employees to receive regular talks on manual handling | 1 | 1 | 1 |
| **Working at Height**, such as changing a lightbulb, obtaining materials.  This can result in a fall leading to:   * Fatality * Serious fall impact injuries * Contact injuries if fall occurs on someone else   Fall onto materials below, leading to injury/damage | 3 | 2 | 6 | * No employee is expected to work at height, unless assessed as competent to do so * Items should not be stored where employees require use of working at height equipment * Competent staff and contractors will only use working at height equipment that is suitable to the task * Employees to receive regular talks on working at height | 1 | 1 | 1 |
| **Use of Work Equipment** (e.g. personal computers, photocopiers, printers, other items of office equipment with moving parts etc.) These can expose the user to:   * Physical injuries * Damage to equipment/materials | 3 | 3 | 9 | * Report faulty work equipment * All play equipment to be regularly inspected (any defects highlighted immediately and steps taken to restrict access until fixed) and a thorough examination by the manufacturer/supplier annually (certificate kept on file) * Ensure instruction and training is conducted by users prior to use | 1 | 1 | 1 |
| **Storage and Stacking Systems**. Poor storage arrangements can result in the fall of items, such as:  Cardboard boxes/stored items.  Office equipment.  Spare parts/equipment,  Other items stored in offices, etc.  The toppling or falling of items can result in:  Crush/impact/collision injuries.  Damage to office equipment.  Damage to stored products. | 3 | 3 | 9 | * Storage to be inspected regularly * Storage and racking must not be loaded beyond their designed weight limit * Shelving and filing cabinets should be secure and stable * Limit storage of items above head height | 1 | 1 | 1 |
| **COSHH** (Control of Substances Hazardous to Health) items such as:   * Surface cleaners * Aerosols * Adhesives   These can enter the body by inhalation, ingestion, injection or skin contact and can result in:   * Respiratory Diseases * Internal Injury * Skin Injury * Eye Injury | 3 | 2 | 6 | * Only employees trained and competent in COSHH items within the office to handle these substances * Toners to be changed in accordance with manufacturer’s instructions * COSHH spillages to be cleared immediately * COSHH assessments to be read and understood by employees handling COSHH items * PPE to be worn in accordance with COSHH assessment when using COSHH substances * Employees to receive regular talks on COSHH items | 1 | 1 | 1 |
| **Work Related Stress** Pressures exist in the workplace that can positively affect performance.  These conditions can include, but may not be limited to:   * Working long and unsociable hours. * Inflexible work schedules. * Poor working relationships. * Unreasonable completion targets. * Poor physical working condition   Well-designed, organised and managed work helps to maintain and promote individual health and well-being.  Work-related stress can become apparent due to prolonged levels of pressure associated with:   * Insufficient attention to job design. * Poor work organisation. * Poor management techniques.   Work-related stress is a significant cause of illness and disease and, if not controlled, can lead to mental and physical ill health including but not limited to:   * Heart Disease. * Ulcers. * Depression. * Nervous breakdown. * Mood swings. * Interrupted sleep. | 3 | 2 | 6 | * Work to be appropriately planned * Managers to supervise their office and employees * Regular team meetings * Honest and open communication with all employees at all times * Management to be open and understanding attitude * Management to resolve issues in a timely manner * Maintain awareness signs and symptoms of stress | 1 | 1 | 1 |
| **Public conflict**  Potential for reception staff to come into direct contact with public who could be aggressive both physically or verbally.  Resulting in possible physical injury or stress. | 2 | 2 | 4 | * Ensure emergency alarm is fully operational and checked frequently * No lone working permitted * Consider staff training in conflict resolution if necessary * Any concerns to be recorded and investigated by senior management | 1 | 2 | 2 |

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| |  |  |  |  | | --- | --- | --- | --- | |  | **Severity rating** | | | | **Likelihood**  **rating** | **1** | **2** | **3** | | **1** | **1** | **2** | **3** | | **2** | **2** | **4** | **6** | | **3** | **3** | **6** | **9** | | **Likelihood**  Rating 1 = Very unlikely  Rating 2 = Likely  Rating 3 = Almost certain | | | **Severity**  Rating 1 = Minor injury  Rating 2 = “7 day” injury or illness  Rating 3 = Major injury or illness Fatality, disabling  injury, etc | | |
| |  |  | | --- | --- | |  | **Action Required** | | **Risk level** | **Level of risk** | | **High** | Work must stop until suitable and sufficient risk control measures are implemented. Alternative working practice should be used. | | **Medium** | Work is safe to continue adhering to the safe system of work prescribed. Residual risk to be managed and monitored. Additional control measures to be implemented within the time scale | | **Low** | Level of risk is satisfactory. Work can continue following the safe system of work. To be reviewed if work pattern changes. | | **Risk = Likelihood x Severity** | | | | | |
|  | Risk Level Acceptable |  | Further review required |  | Unacceptable Risk immediate action required |

**DECLARATION**

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| *I have read and understood Faversham Community Gymnastics Risk Assessment and agree to abide by the control measures contained therein. I understand that I will not endanger myself or others during Faversham Community Gymnastics operations and that I will ask management for guidance if I am unsure as to any aspects of work that may not be safe.* | | |
| **NAME (CAPITALS)** | **SIGNATURE** | **DATE** |
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