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| **Site / Location:**  Queen Elizabeth II Jubilee Centre 23a Whitstable Road Faversham Kent ME13 8BF | | **Activity:**  Meeting Rooms / Event Rooms with kitchen | | **Persons conducting assessment:**  Richard Woolard  Tech IoSH  **Person Reviewing:**  Karen Cheeseman | | |
| **Risk Assessment**:  No. 5 | **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 areas used for a variety of meetings there can be tripping hazards such as:  Trailing electric cables, telephone cables, goods delivered awaiting storage, furniture.  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 areas to be kept free of cables or loose items wherever possible * Spilt liquids to be cleaned immediately * Floorcoverings to be kept to a good standard * Good standards of housekeeping * Employees to receive regular talks on slips trips and falls * Segregate areas for temporary storage where practicable – never leave items in thoroughfare or evacuation routes and ensure staff awareness | 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 meeting room areas * Rubbish bins to be emptied on a regular basis * Walkways to be kept obstruction free * Food preparation area to be kept clean and segregated * 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 |
| **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) | 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 lead to the exacerbation of other hazards.  Poorly lit rooms may cause eyestrain or Musculoskeletal Disorder (MSD) (from poor posture) if users cannot see documents, computer screens etc. clearly. | 3 | 2 | 6 | * Ensure all lights are in good working order to prevent eyestrain or musculoskeletal disorders (from poor posture), if employees cannot see documents, computer screens etc. clearly * 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 on a regular basis * Fire alarm points to have evacuation plan (showing muster points) | 1 | 1 | 1 |
| **Electricity** e.g.   * 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 * Customers using their own devices (telephone chargers etc) must not plug any equipment into the mains outlets (sockets) unless the equipment has been certified as safe for use | 1 | 1 | 1 |
| **Preparation of Food**  Poor food hygiene could have serious implications for both the consumer and producer:   * Food poisoning * Loss of reputation * Legal action | 3 | 3 | 9 | * Ensure all staff are adequately trained to fulfil food preparation duties * Check all food storage areas for temperature/light/humidity * Display Food Hygiene rating prominently (currently 5\*) * Keep door to kitchen closed unless in use to prevent contamination | 1 | 1 | 1 |
| **Manual Handling**, such as:   * Lifting * Carrying * Pushing * Pulling   These can be associated with:   * Furniture and equipment * Stationery Supplies * 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, adjusting PA/CCTV.  This can result in a fall leading to:   * Fatality * Serious fall impact injuries * Contact injuries if fall occurs on someone else | 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 for 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 * Ensure instruction and training is conducted by users (prior to use) * See PAT testing note above | 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.  Files, documents, manuals, etc.  Spare parts or 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 and racking 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:   * Printer and photocopier toners * 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 |
| **Display Screen Equipment**, poor work stations can result in various disorders such as:   * Repetitive Strain Injury (RSI). * Chronic Soft Tissue Disorders such as Work-Related Upper Limb Disorders (WRULDs). * Fatigue and stress * Temporary eyestrain and headaches, etc. | 3 | 2 | 6 | * Display Screen Equipment (DSE) Assessments to be conducted on an annual basis for all DSE users by a competent person * Regular breaks or change of activity to be under taken from DSE activities * All equipment to be adjustable to suit DSE user * Screens to be free from glare * European School of Osteopathy to provide eye tests for DSE users | 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 Centre 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 Centre 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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