CHESTERTON COMMUNITY PARTNERSHIP

COMMUNITY CENTRE BASIC RISK ASSESSMENT

To be Reviewed Annually

Area	Identified Risks	Mitigation	Responsibility
Car Park	Cars manoeuvring Goods loading / unloading Pedestrians arriving / Departing	• Warn users of hazards and pedestrians to take due care • Pedestrians not to loiter in car park when cars are manoeuvring	Hirer
	Children playing	• Children are not to play in the Car Park and are to be supervised by responsible adult at all times	Hirer
	Inclement weather Snow and ice	• Hirers to consider clearing and gritting front and side (disabled) entrance walkways and steps	Hirer/Trustees
	Darkness	• Maintain serviceable movement sensitive lamps to illuminate Car Park • Maintain serviceable lighting in front porch	Trustees
	Routine hazards – outside areas	• General vigilance to maintain a tidy and safe area free from hazards	Trustees
Main Hall Entrance/ Entrance Porch	Tobacco smoke inhalation	• Smokers are not to smoke near any entrance to the Hall	Hirer
	Wet floor in inclement weather	• Ensure both internal and external doormats are in place - mop floor when practicable	
	Wet Floor after Cleaning	•Wet floor signs deployed until floor is dry • If present, Users to be verbally warned	
Cleaner's Cupboard	Cleaning materials Ladder	• Cleaner's cupboard to be kept secured when not in use • Equipment to be	Cleaner

		properly secured on hooks provided for the purpose • Consumable cleaning materials kept to a minimum and stored on the top shelf provided • No inflammable materials stored in cupboard	COSHH file to be kept with storage of cleaning products - Trustees
Kitchen	Usual kitchen hazards	• Hirers to ensure users understand safety precautions and follow these when using utensils and equipment • First Aid Kit available	
	Normal trip and bang hazards from fixtures, surface edges and cupboard doors	• Hirers to conduct their own risk assessment according to envisaged use • Close doors immediately after use • Floor area to be kept clear and dry	Hirer
	Hot Water – tap/kettles/urns	• Normal due care. • Children to be supervised. • Kettles and Urns to be emptied and left unplugged after use	Hirer
	Cookers – Hot hobs and ovens	• Normal due care • Children to be supervised • Cooker to be switched off immediately after use	Hirer
	Slippery floor if wet	• Clean up spills immediately and ensure floor is dry • Wet floor signs deployed until floor is dry – if necessary	Hirer
	Hygiene	• Fridge & Freezer clean and switched on. • Surfaces to be wiped clean after use. • Glasses, crockery and utensils to be washed up, dried and put away • Hirers to satisfy statutory food handling requirements – see notice	Hirer

		posted • Rubbish / food waste to be removed from premises at completion of hire or placed in appropriate bins	Signs in Kitchen indicate removal to Bins Store - Hirer
	Wet Floor after Cleaning	• Wet floor signs deployed until floor is dry • If present, Users to be verbally warned	Cleaner
Main Hall (Frank Shouler Hall)	Normal trip and bang Hazards	• Hirers to conduct their own risk assessment according to envisaged use • Close doors immediately after use • Floor area to be kept clear and dry • Floor area to be kept clear • All fittings checked & maintained • Exits to be kept clear • First Aid Kit available * All Fire Doors to be closed before leaving	Hirer
	Serving hatches/ doors from kitchen -opening and closing	• Due care required when opening and shutting * Service hatch in Frank Shouler Hall closes automatically when Fire Alarm activated	Hirer
	Equipment, Tables and Chairs may be trip, fall or heavy weight hazards	• Stored furniture to be stacked in accordance with Storage Plan in Furniture Store • Main Hall (cushioned) chairs are to stacked in groups of no more than three • Main Hall round tables are to be collapsed and stored on their side in the Furnitire Store • Main Hall rectangular tables are to be collapsed and stored on their side in the Recreational Store•. • All items are to be	Hirer

		moved and lifted with due care individually by one or more person(s) as appropriate – no individual is to lift more than 30 kgs on their own.	
	Height of Ceiling Lights	• Bulb / tube replacement, maintenance and adjustment only by Maintenance Officer and/or qualified electrician	
	Wet Floor after Cleaning	• Wet floor signs deployed until floor is dry • If present, Users to be verbally warned	Hirer/Cleaner(s)
	Failure of smoke detectors/alarms	• To be tested/weekly monthly • Batteries to be renewed annually	Trustees
Toilets	Door opens inwards	• Exercise caution when opening	Users
	Cleaning materials	• Apart from hand-wash, no cleaning materials to be stored in public areas	
	Slippery floor if wet	• Clean up spills immediately • Wet floor signs deployed until floor is dry (stored in Cleaners Store)	
	Doors	*`Doors to be closed after use, otherwise lights remain switched on.	
Coat racks		• Coats to be distributed along rack to keep the immediate area clear	

Policy adopted ……..