

The Venue Community Centre Risk Assessment – January 23
 Assessed by Councillor Dean

Hazard	What could happen?	Who could be hurt?	Action taken to minimise risk
Vinyl floor	Could be slippery when wet. Somebody could fall over and injure themselves. This could lead to bruises / broken bones / sprains / head injuries / back injuries.	Staff, volunteers, centre users.	Put out a sign warning people when the floor has just been cleaned or something has been spilled. Where possible, clean the floor when there are fewer people around.
Carpet	Tripping if carpet lifts at edge. Carpet burns	Staff, volunteers, users, children	Regular checks of carpets to ensure they are not threadbare or lifting at the edges especially at thresholds. Minimise sliding on floor and inform users that they are responsible for children using The Venue
Chairs and tables	These can cause clutter and people could trip over or bump into them. They could also fall onto people if they are stacked incorrectly.	Staff, volunteers, centre users.	Clear tables and chairs away before running physical activities such as sports. Ensure all centre user group leaders know how to stack tables and chairs correctly. Put up signs explaining how to stack them correctly.
Electrical appliances	Faulty appliances can cause electrocution, which can cause serious injury and death.	Staff, volunteers, centre users.	Ensure all appliances are checked regularly (at least once a year) by a competent person. Instruct all centre user group leaders, staff and volunteers to check for exposed wires and burn marks on cables or plugs before using appliances.

Outdoor steps and ramps	These are hard, and people could be injured if they trip and fall on them. Slipping during icy weather could result in injury	Staff, volunteers, centre users.	Have outdoor lighting which is on at all times when the centre is used after dark. Ensure all staff, volunteers and centre user group leaders know that they must keep steps and ramps clear of obstacles at all times. A warning notice should be put somewhere obvious
Internal stairs	Tripping or falling. Particularly hazardous to disabled including visually impaired	Staff, volunteers, users	Handrail should be maintained so is not loose. Ideally the edge of each step should be a contrasting colour to help visually impaired. Stairs should be well lit
Lift	Injury possible if someone is standing on the lower level and feet/hands are within the area of the lift as it descends.	Staff, volunteers, users, children	Area around lift should be kept clear and a warning notice should be visible on both upper and lower levels telling people to stand away from the lift when it is in motion
Hazardous chemicals in cleaning products	Cleaning products contain chemicals that can be harmful if they come into contact with skin or are inhaled.	Staff, volunteers.	All staff and volunteers will be provided with rubber gloves for cleaning. They will also be asked to ensure that the area is well ventilated.
Fire	People could become trapped during a fire, which can be fatal.	Staff, volunteers, centre users.	Smoke alarms should be installed in every room. Fire alarm alert button should be clearly marked and not obscured by furniture. Batteries must be replaced as soon as they run out. Smoke alarms must be tested every six months by the caretaker, by pressing

			<p>the test button on the alarm. All fire exits must be clearly labelled and kept clear and unlocked at all times when the centre is in use. There will be an annual fire drill.</p>
<p>Children’s toys and games</p>	<p>Children could choke on small items. Broken toys can have sharp edges which may cut children. Battery operated toys can cause fires and small batteries can be ingested. Toys can be left lying around thus presenting a tripping hazard. Passing on of germs and viruses.</p>	<p>Children, users, staff, volunteers</p>	<p>Avoid toys with small parts where possible and, if unavoidable, they should be checked at least weekly and any loose parts should be either secured or removed. All toys should be kept in good condition and broken toys should be disposed of immediately. Battery operated toys should be maintained properly and batteries should not be left in for long enough to deteriorate. Ideally battery operated toys should not be left covered or near combustible items. Small batteries should be secure in toys with screwed in cover which should be tightly secured. Toys should be kept to a designated area if possible and should be tidied away as soon as the children have finished playing with them. All toys should be washed, wiped or sprayed regularly to reduce the risk of cross infection.</p>

Equipment

Kettle

Hazard	What could happen?	Who could be hurt?	Action taken to minimise risk
Kettle sides becoming very hot when boiled	Someone could touch the sides and burn their hands	Volunteers	The kettle will only be used in the kitchen, and only by volunteers. The kettle has a rubber handle, which does not heat up.
Kettle being dropped	Scalding	Volunteers, attendees	The kettle must not be carried from the kitchen when it is full of hot water – the water should be poured into cups, teapots or coffee pots before being taken elsewhere. Volunteers should take extra care when carrying hot drinks.
Children pulling hot kettle on themselves	Scalding	Children	Children will not be allowed to use the kettle at any time. The kettle will only be used in the kitchen, where children are not allowed to go.
Damage to electric power cable	Anybody who touches the damaged cable could be electrocuted.	Volunteers, caretaker.	The caretaker will check the full length of the cable, plus plugs and sockets, once a week. This should be noted in the caretaker's records. This should be done when the kettle is unplugged.
Overflowing	Boiling water could land on people, scalding them. Overflowing could also lead to water getting	Volunteers	The maximum level must be clearly marked on the kettle. If this wears off after time, it

	into plug sockets, which can cause electrocution.		should be drawn back on with permanent ink.
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Oven/cooker

Oven door getting hot	Risk of burning as door gets hot	Children, users	Ensure children are not allowed in the kitchen and add warning sign
Pans	Scalding/burning if pans are knocked off the hob or dropped	Staff, volunteers, users	Ensure handles are turned in so not overhanging edge and make sure pans are not too heavy when filled

Activity

Community Cafe Sessions risk assessment

Hazard	What could happen?	Who could be hurt?	Action taken to minimise risk
Prams and pushchairs. Wheelchairs and mobility scooters	Could bring mud or water into the centre causing people to slip. Also present a possible tripping hazard	Staff, volunteers and centre users	Check and wipe flooring where wheels have been as soon as they enter the building and when they leave. Ensure that they are kept to the sides of the room where possible.
Hot drinks	Scalding, slipping if drinks are spilt	Staff, volunteers, centre users	Drinks should not be served too hot and cups should not be over-filled. Any spillages should be cleared immediately and floor should be left as dry as possible
Food	Allergic reactions or choking. Contaminated food	Volunteers, centre users, children	Users should be made aware of ingredients by having packaging on display. Children should be supervised whilst eating to ensure they don't choke on food. All volunteers should be instructed in basic food hygiene and, if possible, should hold a Basic Food Hygiene qualification