

Thirlmere Way Community Centre Environmental Risk Assessment

What are the Hazards?	Who might be harmed and How?	What are you already doing?	What further Action is necessary?	Action by who?	Action by when?	Done
Car Park and External Security Lighting	Staff, Volunteers and Visitors could suffer serious injury if struck by cars entering/leaving car park, trips and falls from uneven surface or disgarded rubbish.	<ul style="list-style-type: none"> ◆ Entrance/exit to car park clearly marked ◆ . Car park well lit ◆ . Regular checks on surface and for disgarded rubbish 	<ul style="list-style-type: none"> ◆ Ensure all signage is kept clean and free from damage. ◆ Maintain regular visual checks 	<p>Manager</p> <p>Manager</p>	<p>Ongoing</p> <p>Ongoing</p>	
Outside Steps and Ramps	Staff, volunteers and Visitors could be injured by tripping and falling on uneven surfaces or obstructions.	<ul style="list-style-type: none"> ◆ All steps and ramps kept clear of any obstruction. ◆ Checked regulary for any damage. ◆ Salt available in frosty weather. ◆ Steps and Ramps clearly li during darkness. 	<ul style="list-style-type: none"> ◆ Regular monitoring for damage. ◆ 	<p>Manager</p>	<p>Ongoing</p>	
Main Building						
Slips and Trips	Staff, Volunteers and Visitors may be injured if they trip over objects or slip on spillages.	<ul style="list-style-type: none"> ◆ Area well lit ◆ No trailing cables ◆ Areas kept clear ◆ Spillage cleaned promptly ◆ Floors and carpets maintained in good condition. 	<ul style="list-style-type: none"> ◆ Ensure all are aware of their responsibility to keep areas free from potential hazrads. 	<p>Staff, Volunteers, Visitors to the facility</p>	<p>Whilst facility is in use</p>	

Stored Equipment and goods	Staff, Volunteers and Visitors could injure themselves through lifting stacking/moving equipment	<ul style="list-style-type: none"> ◆ Equipment and goods stored in correct areas and must be returned after use. 	<ul style="list-style-type: none"> ◆ Any equipment used must be returned to its correct storage area after use. 	Staff, Volunteers and Visitors	Whilst facility is in use	
Electrical Equipment	Staff, Volunteers and Visitors at risk of shocks and burns by using faulty equipment or trip and fall on trailing cables.	<ul style="list-style-type: none"> ◆ All electrical equipment is PAT tested on an annual basis. ◆ Trailing cables kept to a minimum ◆ All electrical installations fitted by a Qualified Electrician and Certificated. 	<ul style="list-style-type: none"> ◆ Annual PAT test of all electrical equipment. ◆ Minimise the need for trailing cables. 	Manager Staff, Volunteers and Visitors	August 2021	
Safeguarding, Violence and Threatening Behaviour	Staff, Volunteers and Visitors may suffer assaults, threats and abuse from members of the public entering the building.	<ul style="list-style-type: none"> ◆ Use of internal security door lock to prevent unauthorised entry to the building ◆ Contact details retained of all organisation who use the facility. 	<ul style="list-style-type: none"> ◆ Ensure all users are aware of being polite and non-confrontational. 	Manager Manager	Ongoing Ongoing	
Fire	Staff, Volunteers and Visitors at risk of serious injury from fire or Smoke inhalation.	<ul style="list-style-type: none"> ◆ Regular Checks of Signage, Emergency lighting, Fire Extinguishers, and Smoke Alarms ◆ Fire risk assessment in place. ◆ Annual inspection of all Fire related systems by Qualified Contractor. ◆ Approved signage in place to show exits points and Fire Assembly location in corner of car park. 	<ul style="list-style-type: none"> ◆ Ensure all users are aware of location of Fire extinguishers, Exit points and Assembly area in corner of car park. 	Manager	Weekly	

Manual Handling	Staff, Volunteers and Visitors being injured through poor lifting techniques.	<ul style="list-style-type: none"> ◆ Stacking of equipment kept to a minimum. ◆ Users informed through signage to ask for assistance if required. 	◆ Ensure all users ask for assistance with more heavier items.	Staff, Volunteers, Visitors to the facility	Whilst facility is in use	
Kitchen						
Slips and Trips	Staff, Volunteers and Visitors may be injured if they trip over objects or slip on spillages.	<ul style="list-style-type: none"> ◆ Area well lit ◆ No trailing cables ◆ Areas kept clear ◆ Spillage cleaned promptly ◆ Floors and carpets maintained in good condition. 	◆ Ensure all are aware of their responsibility to keep areas free from potential hazards.	Staff, Volunteers, Visitors to the facility	Whilst facility is in use	
Stored Equipment and Goods	Staff, Volunteers and Visitors	◆ Equipment and goods to be stored in designated locations and returned after use.	◆ Ensure all are aware of their responsibility to keep areas free from potential hazards.	Staff, Volunteers, Visitors to the facility	Whilst facility is in use	
Manual Handling	Staff, Volunteers and Visitors being injured through poor lifting techniques.	<ul style="list-style-type: none"> ◆ Stacking of equipment kept to a minimum. ◆ Users informed through signage to ask for assistance if required. 	◆ Ensure all users ask for assistance with more heavier items.	Staff, Volunteers, Visitors to the facility	Whilst facility is in use	
Food Preparation	Staff, Volunteers and Visitors	◆ All equipment and surfaces thoroughly cleaned after use.	◆ Ensure all are aware of their responsibility to	Staff, Volunteers, Visitors to the	Whilst facility is in use	

		<ul style="list-style-type: none"> ◆ Food stored correctly with Meat and Dairy in fridge. ◆ Food heated to correct temperatures. ◆ Use of correct coloured food preparation boards. ◆ Level 2 Food Safety Certificate in place. 	<ul style="list-style-type: none"> ◆ keep areas clean and food stored correctly. ◆ Food thermometer available. ◆ Poster detailing correct use of coloured boards. ◆ Staff and Volunteers trained in Food Safety. 	facility		
Knives or other sharp kitchen equipment	Staff, Volunteers and Visitors may suffer cuts from knives, etc.	<ul style="list-style-type: none"> ◆ All knives stored correctly. ◆ First Aid box available 	<ul style="list-style-type: none"> ◆ Ensure all users are aware of the location of the first Aid Box 			
Hazardous Substances	Staff, Volunteers and Visitors could experience Skin irritation, Eye Damage or vapour inhalation.	<ul style="list-style-type: none"> ◆ All Hazardous products kept secure in COSHH cupboard. ◆ All products clearly labelled. ◆ Rubber gloves provided if required. ◆ First Aid Kit available. 	<ul style="list-style-type: none"> ◆ Ensure correct products are available. ◆ Ensure all users are aware of the location of the first Aid Box 	Manager	Ongoing	
Contact with Hot Oil, Hot Surfaces or Steam.	Staff, Volunteers and Visitors could suffer from scalding Burn related injuries.	<ul style="list-style-type: none"> ◆ Ensure all Users are aware of their risk of this type of activity. ◆ First Aid Kit available. 	<ul style="list-style-type: none"> ◆ Ensure all users are aware of the risk of this type of activity. 	Manager	Ongoing	
Fire	Staff, Volunteers and Visitors at risk of serious injury	<ul style="list-style-type: none"> ◆ Regular Checks of Signage, Emergency lighting, Fire 	<ul style="list-style-type: none"> ◆ Ensure all users are aware of 	Manager	Ongoing	

	from fire or Smoke inhalation.	<p>Extinguishers, and Heat Alarm.</p> <ul style="list-style-type: none"> ◆ Fire Blanket installed. ◆ Fire risk assessment in place. ◆ Annual inspection of all Fire related systems by Qualified Engineer ◆ Approved signage in place to show exits points and Fire Assembly location in corner of car park. 	<p>location of Fire extinguishers, Fire Blanket, Exit points and Assembly area in corner of car park.</p>			
<p>Gas Appliances</p> <p>Cooker Hob</p> <p>Heating Boiler</p>	Staff, Volunteers and Visitors at risk from explosion or harmful gas	<ul style="list-style-type: none"> ◆ Appliances to be checked prior and during use. ◆ All users made aware of how to switch supply off. ◆ Equipment installed by approved engineer and certificated. 	<ul style="list-style-type: none"> ◆ Regular checks of all appliances. ◆ Any faults reported to Manager immediately. 	All Users and Manager	Ongoing	
Electricity	Staff, Volunteers and Visitors at risk from Electric Shock, Burns from faulty equipment and sockets.	<ul style="list-style-type: none"> ◆ Portable Equipment checked before use and any faults reported. ◆ Annual PAT testing of all portable Equipment ◆ All Electrical installations installed by approved engineer and Certificated. ◆ Regular checks by Staff and Volunteers of fixed installations. 	<ul style="list-style-type: none"> ◆ Regular checks of all appliances. ◆ Any faults reported to Manager immediately. 	All Users and Manager	Ongoing	