

Risk Assessment

**Willingdon Trees Community Centre,
101 Holly Place,
Eastbourne,
BN22 0UT**



Updated 24th October 2019

Premises/Area/Activity to be assessed

Willingdon Trees Community Centre, 101 Holly Place, Eastbourne, BN22 0UT

Brief overview of Premises:-

The premises is owned by Eastbourne Borough Council (EBC) and leased to Trees Community Association Ltd (TCA). Sussex Community Development Association (SCDA) work in partnership with TCA and a member of SCDA staff is based in the building.

TCA is responsible for internal maintenance. EBC is responsible for all external maintenance, including the external doors and windows.

The current arrangement is that SCDA oversees building use on a day to day basis and informs the TCA Trustees of any maintenance required.

There is one main entrance to the building. The front door is pinned open when the office is open but the internal door remains closed and visitors use a buzzer to alert staff that they have arrived. The internal door is also pinned open when there are open access activities happening at the centre.

The office is locked when empty.

The premises are covered by a fire detection alarm system, emergency lighting and a security system.

Other persons to be considered:-

TCA Trustees, Partner staff and volunteers (SCDA), Clients, hall hirers and visitors, other members of the public.

Risk Matrix

High	Where likelihood of Death or Serious injury possible (Over seven day injury)
Medium	Likelihood of injury that may result in less serious injury (up to seven day absence)
Low	Possible minor or trivial injury

I N D E X	<u>Location</u>	<u>Hazard Identified</u>	<u>Risk Identified</u>	<u>Hazard controls already in place (if any)</u>	<u>RISK LEVEL (H-M-L)</u>	<u>Remedial Action Required.</u>	<u>Estimated Cost of Remedial Work</u>	<u>Long Term Action Required or Comments</u>
1	Office	First Aid Box	Ensure competent persons administer first aid	Hall hirers responsible for first aid within their groups.	Low	Hall hirers responsible for first aid within their groups. Replace contents of all boxes on site as required		Arrange for monthly check of condition & contents
2	Office	Extension & power leads	Trailing cables	All leads are safe	Low	Ensure regular visual inspection		None

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3	Office	Roller Shutter	Manual handling	Regular visual inspection in place	Low	None		There is no specific Health and Safety legal requirement dictating how often roller shutters should be inspected or tested. The Provision and Use of Work Equipment Regulations 1998 requires that work equipment is safe to use on installation and maintained in safe condition for use. For maintenance or servicing contact https://www.cherrysecurity.com/
4	All wc's	Hot water	Scolding	Signage in place	Low	None		Regular visual check to ensure signs haven't been removed
5	Disabled wc/baby change	Alarm	Vulnerable users	Regular test carried out	Low	None		None
6	Disabled wc/baby change	Baby change unit	Bed falling on child or vulnerable user	Regular test carried out	Low	None		None
7	Entrance lobby	None						
8	Main hallway	Storage cupboards – low level	Falling furniture leading to minor injuries	Ensure doors are locked when not in use. Users have keys	Low	None		Regular check of locks to ensure correct operation

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9	Main hallway	Chairs	Trip & falls	Ensure maximum room for walkway	Low	Consider removing chairs		None
10	Small hall	Storage cupboards – low level	Falling furniture leading to minor injuries + unauthorised use of equipment	Ensure doors are locked when not in use. Users have keys	Low	None		Regular check of locks to ensure correct operation
11	Kitchen	Roller shutter	Manual handling	Regular visual inspection in place	Low	None		There is no specific Health and Safety legal requirement dictating how often roller shutters should be inspected or tested. The Provision and Use of Work Equipment Regulations 1998 requires that work equipment is safe to use on installation and maintained in safe condition for use. For maintenance or servicing contact https://www.cherrysecurity.com/
12	Kitchen	Small appliance's	Electric shock, cuts & scalding	Regular formal visual inspection & PAT testing in place	Low	None		Ensure regular Formal Visual Inspection, PAT and new user training + responsible adult to be present when using appliances
13	Kitchen	Work surfaces	Minor injury	Worktops to be kept clear.	Low	None		None

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14	Kitchen	Floors	Trips & falls	Floors to be kept clear. Signs are in place to warn of risk	Low	None		None
15	Main Hall	Storage cupboards – low level	Falling furniture leading to minor injuries + unauthorised use of equipment	Ensure doors are locked when not in use. Users have keys	Low	None		Regular check of locks to ensure correct operation
16	Main Hall	Storage cupboards – high level	Risk of equipment falling onto user. Risk of using a ladder.	Groups advised not to use the top cupboards. Individuals advised not to use the ladder unless there is someone supporting them underneath.	Low	None		Use top cupboards for archiving only.
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20	All internal areas	Upstand to vinyl flooring loose and sagging	Trip hazard	Regular visual checks should be carried out to ensure vinyl is in safe condition	Low			
21	All internal areas	Staff lone working	Leaves member of staff vulnerable to attack.	Main entrance & internal door to remain closed if lone working.	Low	None		None
22	All internal areas	Fire extinguishers	Risk of burns and other injury	Haven Security contracted to check annually	Low			None
23	All internal areas	Manual handling	Muscular skeletal injuries caused by lifting or moving items	Signage	Low	Ensure signage is present in appropriate locations		HD to review and add signage where necessary

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24	All internal areas	Window blinds	Vandalism	Users aware	Low	Erect posters asking that blinds are closed when vacating premises		HD to review and add signage where necessary
25	All external areas	Paving	Trips & falls	Regular inspection	Low	Remedial action required in toddlers garden		Front areas have been attended to. Rear areas are being attended to Toddlers garden requires work
26	All external areas	Storage container	Muscular skeletal injuries caused by lifting or moving items	Users responsible for safe storage	Low	None		Consider regular visual checks that items are stored safely
27	Outside Tap	Flooding	Risk of damage from low temperature	Isolate at stopcock after use. Leave tap open to allow residual water to escape. Ensure tap cover is fitted	Low	None		None
28	External	Barbeque	Burns, food poisoning, trips & falls	Ensure competent person uses or supervises	Medium	None		None

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29	Internal areas	Legionella Risk	Sickness & death	EBC carry out regular testing	Low	None		Review EBC reports to ensure temperatures are within parameters, and report to EBC if any issues
30	Toddlers Garden	Sun Shade – Sail	Muscular skeletal injuries caused by lifting or moving items	Users are instructed on correct procedure	Low	None		Check condition of components before first use – Spring & last use - Autumn

Assessor: Derek Edwards	Job Title: SCDA Facilities Coordinator	Date of Next Assessment: 1st November 2020
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