



HOLYBROOK COUNCIL

Proudly serving the residents of Holybrook Parish since 2000

Beansheaf Centre Risk Assessment

Overview:

This Risk Assessment for Beansheaf Community Centre has been carried out by Holybrook Parish Council to identify and manage potential risks to the safety of staff, visitors, and contractors. It has been developed following consultation with employees, centre hirers, and cleaning/caretaking contractors. The assessment complies with UK health and safety regulations, including fire safety standards, ensuring the centre operates safely and in accordance with the law.

Key Points:

- **Staffing:** Fewer than five staff members work at the centre, and all maintenance is carried out by external contractors, responsible for their own safety and legal requirements.
- **Hirers:** Groups and businesses hiring the centre must complete their own Risk Assessments, which the Council reserves the right to review if needed.
- **Fire Safety:** Fire risk assessment has been conducted, with appropriate fire safety equipment in place, regular checks, and emergency procedures.

Risk Assessment Process:

The Council used the "Five Steps to Risk Assessment" guidance from the Health and Safety Executive (HSE) to conduct the risk assessment:

1. Identify Hazards:

- Consulted HSE's advice for small businesses.
- Inspected the Centre and surrounding areas for potential hazards.
- Gathered feedback from staff, contractors, and hirers.

2. Assess Who Might Be Harmed and How:

- Determined who could be affected by each hazard (e.g., staff, visitors, contractors).

3. Evaluate Existing Controls:

- Compared current control measures with HSE guidelines and documented them.

4. Implement Actions and Responsibilities:

- Assigned responsibilities and deadlines for any further actions.
- Ensured all tasks were completed and recorded.

5. Share and Review:

- Shared the Risk Assessment with all staff and contractors, posted copies in the reception and kitchen areas, and agreed to review annually or after significant changes.

6. Risk Levels: Explanation of Likelihood and Severity Scoring:

- **Likelihood:** The probability of the hazard occurring.
- **Severity:** The potential harm or impact if the hazard occurs.

A scale from **1 to 5** is used for likelihood and severity:

- **Likelihood:**
 - 1 = Very Unlikely
 - 2 = Unlikely
 - 3 = Possible
 - 4 = Likely
 - 5 = Very Likely
- **Severity:**
 - 1 = Negligible (Minor injuries, no significant damage)
 - 2 = Minor (Non-life-threatening injuries, minor damage)
 - 3 = Moderate (Injuries requiring medical attention, moderate damage)
 - 4 = Major (Life-threatening injuries, significant damage)
 - 5 = Catastrophic (Multiple fatalities, building destroyed)

Risk Rating: calculated by multiplying Likelihood × Severity. This results in a risk score of between 1 and 25.

- **1–4:** Low Risk (Monitor, but no immediate action needed)

These scores provide a numerical basis for the **Risk Level** (Low, Medium, High), helping prioritise actions based on the evaluated risk to safety.

Key Hazards, Risks, Controls, and Risk Levels

Hazard	Who is at Risk?	Existing Controls	Further Action	Responsibility	Likelihood (1-5)	Severity (1-5)	Risk Level
Slips, trips, and falls	Staff, visitors, contractors	Car park maintained by WBC Good lighting in all areas Mats at entrances Spillages cleaned immediately Handrails on stairs No storage in corridors	- Regular checks for trip hazards - Report any hazards promptly	Staff, Councillors	2	2	Low (L)
Work at height	Contractors, hirers	Contractors/hirers provide their own ladders No ladders provided by the centre Staff trained on safe height practices	No further action needed		2	3	Medium (M)
Vehicle movement	Pedestrians in the car park	5mph speed limit Well-lit car park Marshals for large events Bin lorries equipped with movement sirens Enclosed with barrier	- Report broken lights to WBC when they occur	Staff, Caretaker	3	3	Medium (M)
Hazardous substances	Cleaners, staff	Cleaning products stored in locked cupboard	No further action needed		2	3	Medium (M)

Hazard	Who is at Risk?	Existing Controls	Further Action	Responsibility	Likelihood (1-5)	Severity (1-5)	Risk Level
		Warning signs posted Well-ventilated areas when cleaning Gloves available for staff use					
Electrical safety	Staff, visitors, hirers	Regular PAT testing Fixed installations inspected by qualified electricians Portable equipment checked for damage Repairs by qualified electricians	No further action needed		2	3	Medium (M)
Stored equipment	Hirers, staff	Instructions for safe stacking of tables and chairs Tables secured with straps Hirers responsible for safe storage	Quarterly inspection of storage rooms	Office Support	2	3	Medium (M)
Manual handling	Hirers, staff	Trolleys provided for moving tables Hirers responsible for their own manual handling needs	No further action needed		2	2	Low (L)
Asbestos	Maintenance workers	Asbestos survey completed Contractors informed	Remove asbestos before any refurbishment or demolition	Clerk	1	5	High (H)

Hazard	Who is at Risk?	Existing Controls	Further Action	Responsibility	Likelihood (1-5)	Severity (1-5)	Risk Level
		Specialist contractors for removal when needed					
Fire safety	All users	Fire risk assessment completed Regular fire drills Fire doors, alarms, and extinguishers maintained Hirers made aware of fire safety procedures	No further action needed		2	4	Medium (M)

Fire Risk Regulations for 2024 Compliance:

- **Fire Safety Assessment:** A comprehensive fire risk assessment is in place, including the installation of alarmed fire doors, emergency lighting, and clearly marked fire exits.
- **Hirer Responsibility:** All hirers are informed of fire safety procedures and must comply with centre regulations during their use.
- **Regular Checks:** Fire equipment, including alarms and extinguishers, is regularly tested and maintained by external professionals. Staff carry out frequent fire alarm drills and ensure exits remain unobstructed.

Next Review Date:

This Risk Assessment and the Fire Risk Assessment will be reviewed annually, or immediately following significant changes in operations or the building's structure.

Date of Last Assessment: 21st November 2024

Next Review Date: May 2026