



Risk Assessment: Beansheaf Community Centre

This Risk Assessment, of the Beansheaf Centre, has been undertaken by Holybrook Parish Council to control the risks to people who use the centre and halls within and are involved in its maintenance and upkeep. This Risk Assessment has been carried out in consultation with our employees, centre hirers and cleaning/caretaking contractors.

Less than five people work at the Centre. All of the repair and maintenance work at the centre is completed by external businesses, who have responsibility for their own health and safety, as well as for other issues like the hours they work and their financial and tax arrangements.

Businesses and groups that hire the centre must have their own Risk Assessment in place for their own activities. The Council reserves the right to inspect these Risk Assessment if it is felt that any particular group is posing a hazard or as required for insurance purposes.

This Risk Assessment has been collated using the following method:

The Parish Council used the guidance in the Five Steps to Risk Assessment (www.hse.gov.uk/pubns/indg163.pdf).

1: To identify the hazards, the Council:

- Looked at HSE's web pages for free health and safety advice and guidance for small businesses;
- Walked around the centre, car park and other areas noting things that might pose a risk; and
- spoke to other users of the centre, and to people who had done jobs at the hall, to learn from their experience and to get their views on health and safety.

2: The Council then wrote down who could be harmed by the hazards and how.

3: The Council also wrote down what controls were in place to manage these risks and then compared these to the guidance on HSE's website.

4: The findings of the risk assessment were put into practice, writing down who was responsible for doing what, and by when. Each action is

ticked off each when it is completed, and the date recorded when it was done.

5: Council agrees that the risk assessment should be shared with all workers doing jobs at the centre, and given to all users of the centre. A copy was also put up in the reception and kitchen areas. The Risk Assessment will be reviewed annually, or immediately if any changes occurred to the centre or how the centre was used. This is a live document.

Company Name: Holybrook Parish Council: Beansheaf Community Centre	Date of Risk Assessment: 16 th July 2021
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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
Slips, trips and falls E.g. uneven surface of car park, cleaning floors etc.	Users of the hall and car park may suffer injuries such as fractures or bruising if they slip, e.g. on spillages or trip over objects.	<ul style="list-style-type: none"> • (The car park is owned and maintained by West Berkshire Council (WBC). However,) Car park surface maintained to be as even as possible; • Parking spaces for visitors with disabilities available; • Car park and entrance steps and disabled access gritted with salt in snowy/icy conditions (salt bucket in car park); • Good lighting in car park and all rooms and corridors in centre; 	<p>WBC to be instructed immediately if the surface of car park becomes hazardous.</p> <p>WBC to be instructed immediately if the salt bin is empty.</p> <p>Check the centre regularly to ensure that all light bulbs are working and that there are no obvious trip hazards in corridors/entrance halls.</p>	<p>Office staff. Visiting councillors</p> <p>Office staff. Visiting councillors</p> <p>Administration Assistant</p>	<p>On-going</p> <p>On-going</p> <p>Mondays weekly.</p>	

		<ul style="list-style-type: none"> • Users know to clear up spillages immediately; • Mat at entrance to stop rain water being carried in. Mats is replaced regularly; • No storage in corridors; • No trailing electrical leads/cables; • Hand-rail installed on the stairs. 				
<p>Work at height e.g. changing light bulbs, cleaning windows, putting up decorations etc.</p>	<p>Anyone working at any height could suffer injuries, possibly very serious ones, should they fall.</p>	<ul style="list-style-type: none"> • The Council does not provide step-ladders: <ul style="list-style-type: none"> - Contractors needing to work at height should provide their own step-ladders which are appropriate for use and include these in their own Risk Assessment; - Hirers which need to reach the higher shelves in the kitchen or storage cupboard should provide their own step-ladders which are appropriate for use and include these in their own RA. • Staff (please see staff specific 	<ul style="list-style-type: none"> • Update staff RA for working at height 			

		Risk Assessment).				
Vehicle movement	Pedestrians could suffer serious injury if struck by cars entering/leaving the car park or moving in it.	<p>(The car park is owned and maintained by West Berkshire Council (WBC). However):</p> <ul style="list-style-type: none"> • The entrance/exit to car park is clear; • For large public events, the car park is controlled by marshals wearing high-vis vests; • Car park well lit; • Bin collection lorries have movement sirens; • The car park has a 5mph speed limit; • Parking spaces are clearly defined with white lines; • The car park is enclosed with a barrier. 	Report broken bulbs to WBC.	Staff. Visiting Councillors, Caretaker	As required.	

<p>Hazardous substances e.g. cleaning products</p>	<p>The cleaner and others cleaning risk skin problems i.e. dermatitis and eye damage from direct contact with cleaning chemicals. Vapour may cause breathing problems</p>	<p>Centre employs an external cleaning company who is responsible for the Health and Safety of their employee. However:</p> <ul style="list-style-type: none"> • Cleaning products are kept in a separate, locked cleaning cupboard which is marked with a warning sign; • Staff have access to house-hold cleaning products and these are stored in the staff kitchen area. Cupboard is marked with a warning sign and has a poster explaining the chemical warnings symbols; • Hirers to provide their own, house-hold cleaning products; • Any spillages of cleaning-products cleaned up immediately; • Keep the area well ventilated whilst cleaning. 	<ul style="list-style-type: none"> • Update staff specific Risk Assessment to include the use of house-hold cleaning products; • Purchase gloves that can be used by staff if cleaning is required. 	<p>Clerk</p>	<p>End of August 2021</p>	
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<p>Electricity</p>	<p>Users risk electric shocks or burns from faulty equipment or installation</p>	<ul style="list-style-type: none"> • Fixed installations correctly installed by qualified electrician and inspected regularly; • All repairs by a qualified electrician; • Portable equipment checked for visual signs of damage before use; • Portal equipment checked every other year by external company completing a formal PAT; • Hall users know they are responsible for any equipment used on site and any equipment they bring in for use during their hire; • Fix wire testing completed by external company every 5-years. 	<ul style="list-style-type: none"> • Make sure centre users know where the fuse box is and how to turn off supply in an emergency; • Remind users that portable equipment considered unsafe should be marked, taken out of use and reported to the Parish Office. 	<p>Clerk</p>	<p>By September 2021</p>	
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<p>Stored Equipment</p>	<p>Users could be injured by collapsing stacks.</p>	<ul style="list-style-type: none"> • Users know that they must stack tables and chairs carefully so that they do not collapse; • Tables should be correctly strapped when returned to the storage trolley; • Hirers using the centre's storage cupboards must ensure that they include this on their own RA. Items should be stored sensibly and must not cause a risk to other users. 	<ul style="list-style-type: none"> • Review store cupboards regularly and contact any hirer found to not be using the facility appropriately. Any hirer found not to be storing items safely will have the privilege removed. 	<p>Clerk/Administration Assistant</p>	<p>Quarterly</p>	
<p>Manual handling</p>	<p>Users may suffer back pain if they try to lift objects that are too heavy or awkward</p>	<ul style="list-style-type: none"> • Tables are kept on moveable trolleys; • No other manual handling identified: each user is responsible for their own class, group or activity and should identify any manual handling related to this in their own RA; 	<p>No further action.</p>			
<p>Asbestos</p>	<p>Staff, and others, carrying out normal activities at very low risk. Asbestos only poses a risk if fibres are released into air and inhaled.</p>	<ul style="list-style-type: none"> • Type 2 Asbestos survey undertaken on 2004; • Ensure that all contractors completing work to the centre are offered a copy of the asbestos survey; 	<ul style="list-style-type: none"> • Damaged asbestos to be removed by specialist contractors; • If centre is ever demolished/refurbished, asbestos should first be removed by specialist 	<p>Clerk</p>	<p>As required.</p>	

	Maintenance workers are most at risk.		contractors.			
Fire	If trapped, staff, hirers and visitors could suffer fatal injuries from smoke inhalation/burns	<ul style="list-style-type: none"> • Fire risk assessment completed; • Hirers made aware of fire safety regulation; • Appropriate fire equipment in place including, but not limited to: alarmed fire doors, emergency lighting, call points. All equipment is checked and serviced regularly by external company; • Fire alarm tests completed regularly by staff. 	No further action required.			

Covid-19:

On Monday 19th July 2021, the UK moves into step 4 of the Government's Road Map out of lockdown. This means that there are no longer any legal requirements for the use of face-coverings, social distancing or the NHS Track and Trace QR codes. Neither are there any legal restriction on capacity limits. However, covid-19 still remains prevalent and should be covered in the Council's Risk Assessment. The Risk Assessment will be updated as required by changes in legislation.

<p>Spreading the virus: Cleaning/Rubbish</p> <p>Cleaning surfaces infected by people carrying the virus.</p> <p>Disposing of rubbish containing tissues and cleaning cloths.</p> <p>Deep cleaning premises if someone falls ill with CV-19 on the premises.</p>	<p>Hirers, contractors, staff, volunteers</p>	<ul style="list-style-type: none"> Hirers are provided with government guidelines on cleaning in non-healthcare setting. Hirer's provided with a free half an hour to clean; Contractors and hirers to provide their own PPE/RA; Cleaner to focus on high-touch points; Staff, volunteers and hirers advised to wash outer clothes after cleaning duties; Plenty of bins in situ inside and outside the centre; Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues; 	<p>Increase cleaning contract to include weekends and daily cleaning of the Parish Office.</p>	<p>Clerk</p>	<p>Office – September</p> <p>Centre – Ad hoc dates August. Every Saturday from September. Assess need for Sundays.</p>	
<p>Spreading of the virus:</p>	<p>Staff, contractors, hirers, visitors and volunteers</p>	<ul style="list-style-type: none"> Contractors to advise their staff appropriately in-line with their own RA; Discuss situation with staff/volunteers over 70 to identify whether provision of protective clothing and cleaning surfaces before they work is sufficient to mitigate their risks; 	<ul style="list-style-type: none"> Staff and volunteers will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises. 	<p>Clerk/AA</p>	<p>As required.</p>	

		<ul style="list-style-type: none"> • Talk with staff and volunteers regularly to see if arrangements are working; • Encourage the use of the NHS Track and Trace QR Code; • Details of a person's medical condition are kept confidential, unless the employee/volunteer agrees it can be shared; • All centre users are aware they can raise concerns; • All hirers have a duty to inform the parish office if they have a confirmed case of Covid-19; • Hand sanitisers on-site and good hand washing practice encouraged. Posters in washrooms and kitchens. 				
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<p>Spreading the virus:</p> <p>Over-crowding/social distancing.</p> <p>There are no legal requirements to continue social distancing, however:</p>	<p>Staff, contractors, hirers and volunteers</p>	<p>A queuing system marked by 2m spaced red paint has been established outside the centre. This will remain in place for hirers to use if they deem appropriate as a part of their individual RA;</p> <p>Staggered arrival/departure times given to hirers to help avoid over-crowding;</p> <p>Soft furnishings removed from lobby to discourage congregating;</p> <p>Stay at home if unwell remains government policy. Guidance at entrance, in lobby and all halls. Also, forms part of the Conditions of Hire;</p> <p>Rooms have limited <u>maximum</u> capacity (as detailed in the Condition of Hire). However, all hirers to adjust the capacity based on their reason for hire and this should be part of their individual RA. Under no circumstance should our maximum capacity be exceeded.</p>	<p>No further action.</p>			
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<p>Spreading the virus:</p> <p>Ventilation</p>	<p>Staff, contractors, hirers and volunteers</p>	<p>All hirers encouraged to open doors and windows where possible (note: fire doors must remain closed);</p> <p>Caretaker to open lobby windows when practical;</p> <p>All extractor fans should be on when using the centre including kitchens and toilets;</p> <p>Rooms have limited <u>maximum</u> capacity (as detailed in the Condition of Hire). However, all hirers to adjust the capacity based on their reason for hire and this should be part of their individual RA. Under no circumstance should our maximum capacity be exceeded;</p> <p>Use of face-coverings encouraged.</p>				
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