

General Site Risk Assessment

Location: Markfield community centre

Completed by: K.Crook

Date completed: 04/12/2022

Signed: 

Likelihood	Risk Evaluation				
Very likely = 5	5	10	15	20	25
Likely = 4	4	8	12	16	20
Possible = 3	3	6	9	12	15
Unlikely = 2	2	4	6	8	10
Very Unlikely = 1	1	2	3	4	5
LIKELIHOOD X SEVERITY = RISK LEVEL	1 Near Miss	2 Minor Injury	3 3 Day Injury	4 Major Injury	5 Death

Task/Activity	Hazard	Those at risk	Risk level	Control measures	Risk level
Car Park	Collision	Visitors Staff Contractors	15	Existing Measures; <ul style="list-style-type: none"> • Lighting • Pedestrian footpath Recommended Improvements; <ul style="list-style-type: none"> • 5mph speed limit 	12
	Slip/Trip	Visitors Staff Contractors	12	Existing Measures; <ul style="list-style-type: none"> • Tarmac surface reasonable condition • Lighting • Highlighting on steps (worn) 	12

Car Park cont.	Slip/Trip cont.	Visitors Staff Contractors	<p>Recommended improvements;</p> <ul style="list-style-type: none"> Regular inspection for hazards Check and maintain lighting Renew highlighting on the edge of steps 	8
Main Building	Slip/Trip	Visitors Staff Contractors	<p>Existing Measures;</p> <ul style="list-style-type: none"> Foot drying flooring at entrance Threshold highlighted (worn) Sufficient lighting Safety signage available Flooring in good condition Walkways kept clear Safety glass used in doors <p>Recommended improvements;</p> <ul style="list-style-type: none"> Renew highlighting of threshold Staff to monitor for hazards continually 	9
Electrics/electrical appliances	Electrics/electrical appliances	Visitors Staff Contractors	<p>Existing measures;</p> <ul style="list-style-type: none"> PAT testing on current equipment up to date Some records available (severely lacking and incomplete) <p>Recommended improvements;</p> <ul style="list-style-type: none"> Full inspection by competent person on recommended intervals PAT testing to be continued at recommended intervals PAT testing of equipment brought into the centre by users to be required. 	15
			<p>Existing measures;</p> <ul style="list-style-type: none"> PAT testing on current equipment up to date Some records available (severely lacking and incomplete) <p>Recommended improvements;</p> <ul style="list-style-type: none"> Full inspection by competent person on recommended intervals PAT testing to be continued at recommended intervals PAT testing of equipment brought into the centre by users to be required. 	5

	<p>Electrics/electrical appliances Cont.</p>	<p>Visitors Staff Contractors</p>	<ul style="list-style-type: none"> • Regular inspection of appliances for damage • Detailed record keeping • Policy for reporting and reacting to suspected hazards <p>* damaged socket in main hall 1 and suspicious wiring in the main bar was spotted and reported for immediate attention</p>	<p>10</p>
<p>Fire</p>		<p>Visitors Staff Contractors</p>	<p>Existing Measures;</p> <ul style="list-style-type: none"> • Some records (incomplete) • Fire extinguishers serviced regularly • Signage throughout the site • Fire alarm installed <p>Recommended Improvements;</p> <ul style="list-style-type: none"> • Full specific risk assessment required and policy produced • Comprehensive maintenance schedule and record keeping implementing • Regular alarm testing • Regular drill rehearsal • Fire marshal training for staff • Designated smoking area • Fire safety policy/documentation for regular users. 	<p>15</p>

	Gas	Visitors Staff Contractors	15	<p>Existing Measures;</p> <ul style="list-style-type: none"> • Some records (incomplete) <p>Recommended improvements;</p> <ul style="list-style-type: none"> • Regular servicing of gas appliances • Gas certification at required intervals • Thorough record keeping • Enquire about requirements for carbon monoxide detection 	10
	Asbestos	Visitors Staff Contractors	5	<p>Existing measures;</p> <ul style="list-style-type: none"> • None <p>Recommended improvements;</p> <ul style="list-style-type: none"> • Contractors informed of known asbestos and required to assess the risk of asbestos presence • Records of asbestos locations available on site • Condition of asbestos to be monitored • Consider need for signage at each location 	5
	Legionnaires disease	Visitors Staff Contractors	15	<p>Existing measures;</p> <ul style="list-style-type: none"> • None <p>Recommended improvements;</p> <ul style="list-style-type: none"> • Implement specific policy • Complete regular testing • Make recommended improvements to existing plumbing 	5

	Working at height	Contractors	<p>Existing measures;</p> <ul style="list-style-type: none"> • None <p>Recommended improvements;</p> <ul style="list-style-type: none"> • Request RAMS and insurance documents from contractors prior to work completed • Staff and visitors not permitted at height without task specific RAMS completed 	10
	Manual Handling	Visitors Staff Contractors	<p>Existing;</p> <ul style="list-style-type: none"> • None • No heavy lifting currently required of staff <p>Recommended improvements;</p> <ul style="list-style-type: none"> • Staff not to undertake or assist centre contractors/users with heavy lifting without RAMS being completed prior 	4
	Cleaning chemicals	Staff	<p>Existing;</p> <ul style="list-style-type: none"> • None <p>Recommended improvements;</p> <ul style="list-style-type: none"> • Review chemicals used and consider safer alternatives • Complete COSHH assessment on relevant chemicals • Ensure safe storage • Provide required PPE 	6