



Action to be accessed	Who carried out assessment	Date	Review date	
Afternoon Tea				
<b>General Information:</b>				
<p><b>The area where the hazard is present:</b></p> <p>The risk assessment covers the organising of the Afternoon Tea to be held at the Centre.</p> <p>Employee, residents and public may encounter hazards such as violence, fire, manual handling, slips trips and falls during the event.</p> <p>First aid cover is provided and a first aid kit is available. Burns kits need to be added to first aid due to risk of burns.</p> <p>Assessment should be reviewed annually, or before if new issues are identified which are not already covered.</p> <p><b>Overall Risk Rating: Low</b></p>				
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?
Handling cash	Employee - Injury if attacked	<ul style="list-style-type: none"> <li>• Ensure there is at least two people present during cash counting</li> <li>• Ensure cash must never be left unattended.</li> <li>• Cash should be removed from individual stalls on a regular basis to avoid build up.</li> <li>• Employees should be aware of person around them when leaving premises with monies. If robbery is attempted the container and its content are to be given to avoid violence.</li> <li>• Two employees take the money to the bank</li> <li>• If money is required to be stored overnight prior to banking it should be stored in a safe location.</li> </ul>		

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Slips, Trips and Falls External	Tenants/ Staff / Visitors	<ul style="list-style-type: none"> <li>• Paint path edges on steps to assist those with limited sight.</li> <li>• Ensure nosings on steps are secure and where possible construct ramps to doorways.</li> <li>• Handrails to be fitted to steps and to have wooden handrails.</li> <li>• Inspected as part of the three-monthly inspections.</li> </ul>		
Vehicles movements Delivery of good Tenants vehicles	Employees Tenants – struck by vehicles	<ul style="list-style-type: none"> <li>• Speed restrictions in place on adjoining streets (20 mph). Signs and speed ramps</li> <li>• Reversing of commercial vehicles must be supervised.</li> <li>• Car parking spaces available and road well-lit around the buildings, an effective traffic management system is in place.</li> </ul>		
Trees in the garden	All Employees Tenants Visitors	<ul style="list-style-type: none"> <li>• Inspected as part of the three-monthly inspections.</li> <li>• Tree survey has been undertaken by Islington Council and maintenance works planned.</li> <li>• Visiting children due to possible danger should not climb trees.</li> </ul>		
Electrical	Employee could get electrical shocks or burns from faulty electrics,	<ul style="list-style-type: none"> <li>• Employee trained to spot and report to manager any defective plugs, discoloured sockets, damaged cable and on/off switches, and to take any defective equipment out of use.</li> <li>• Employee know where the fuse box is and how to safely turn the electricity off in an emergency.</li> <li>• Clear access to the fuse box.</li> <li>• Qualified electrician does safety check of building electrics every five years.</li> </ul>	Suitable fire extinguishers in all areas where electrical equipment is sited.  All points of electrical isolation & distribution panels clearly marked, identifying the circuits/equipment they control.	Manager
Fire	Employee could suffer burns and smoke inhalation	<ul style="list-style-type: none"> <li>• Fire extinguishers provided, but employee only to use if trained. Stored at a suitable location.</li> </ul>		
Manual handling	Employee may suffer back pain or other pain	<ul style="list-style-type: none"> <li>• BHA policy is not to lift tenants, if a tenant is found on the floor they are to be made comfortable and the emergency services called.</li> <li>• Deliveries are to be carried in by delivery person.</li> </ul>	Review training on a three-yearly basis	Manager Every three years

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		<ul style="list-style-type: none"> <li>• Social events should be planned and team lifting of tables and chairs to be undertaken to include clearing up and putting away.</li> <li>• Employee receive training on the handling of goods and appropriate mechanical aids are available e.g. sack truck.</li> <li>• Weights above 25kg will need two people to lift.</li> <li>• Ensure tables being used are suitable for the items to be placed on the table (i.e. strong and stable)</li> </ul>		
Food hygiene Handling and preparing food.  Food storage	Contractors – Cuts from knives.	<ul style="list-style-type: none"> <li>• Checks that external caterers have insurance and food hygiene certificates.</li> <li>• Food preparation areas are cleaned and inspected.</li> <li>• Food is stored correctly prior to use.</li> <li>• Fridge temperature to be checked and kept below 5 degrees.</li> <li>• Ensure all cooked food is heated to the appropriate temperature (the use of a food thermometer is advisable).</li> <li>•</li> </ul>		
		<ul style="list-style-type: none"> <li>•</li> </ul>		
		<ul style="list-style-type: none"> <li>•</li> </ul>		
Toilets and wash facilities – poor hygiene leading to infection and illness	Employee Visitors	<ul style="list-style-type: none"> <li>• There are suitable and sufficient toilets and wash facilities, at readily accessible places which are kept clean, adequately ventilated and well lit</li> <li>• There is hot and cold running water at the wash facilities</li> <li>• Soap, towels and other means of cleaning and drying are provided</li> <li>• The toilet is intended for both men and women, the door is lockable and for use by only one person at a time.</li> </ul>		
Hazardous substances Contact with bleach and other cleaning chemicals	Employee doing cleaning risk skin irritation or eye damage from direct contact with cleaning chemicals.	<ul style="list-style-type: none"> <li>• Mops, brushes and strong rubber gloves are provided and used.</li> <li>• Employee shown how to use cleaning products safely, e.g. follow instructions on the label, dilute properly and never transfer to an unmarked container.</li> <li>• Cleaning products will be secured away from where children could access them.</li> </ul>		

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Risk of fatigue due to heat	Employees, residents and public	<ul style="list-style-type: none"> <li>• Make sure that it is possible for employees / volunteers to have rest breaks and refreshments</li> <li>• Ensure that there are sufficient employees / volunteers to easily cover all jobs at the event</li> </ul>		
Risk of injury to young people visiting event	Employees / young person's venerable adults	<ul style="list-style-type: none"> <li>• Have parents/guardians supervise their young people when visiting the event</li> <li>• Have you put in place controls so that no "one to one" contact with young people unless via parents No physical contact with young people</li> <li>• Have you put in place procedures to ensure any restrictions for young people are adhered too.</li> </ul>		
Working at height off step ladders to erect bunting.	Volunteers and Employees – broken bones and bruising from a fall.	<ul style="list-style-type: none"> <li>• Visual checks are undertaken prior to a ladder being used to ensure its suitability for the task e.g. that it is the correct length, type and that it is in sound condition. All BHA ladders used are subject to a planned maintenance programme.</li> <li>• Step ladders are placed only onto a firm and level ground base.</li> <li>• Over-reaching is avoided in all cases. Users are not to stand on the top two steps.</li> <li>• All operational staff are trained in the use of ladders and will work with Volunteers.</li> </ul>		
<b>Site specific information (additional hazards identified and controls implemented)</b>				

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What are the hazards?	Who might be harmed and how?	What further action is necessary?	Action by who? Action by when?
<b>I the undersigned state that I understand the information above and will stop and reassess should working conditions change.</b>			
Sign and print name			Date