GENERAL RISK ASSESSMENT FORM

**RISK ASSESSMENT FOR (Location/Event): The GateWay Building**

**Assessment carried out by: K Glover YCC Operations & Development Manager Date: 28 March 2018**

**Review date if risk rating is above Low: N/A**

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| **Hazard****(1)** | **Who may be harmed?****(2)** | **What are the existing measures to control the risk?****(3)** | **Likelihood of occurrence****(4)** | **Severity of consequences****(5)** | **Risk rating****(6)** | **Action required if controls are not adequate?****(7)** | **Further action required by who, and by when, if risk rating is above Low?****(8)** |
| Slips, Trips and Falls | All | -good housekeeping and staff clean and clear spillages as they go (equipment in cleaner’s cupboard)-warning cones/signs placed in wet floor areas-cleaners use electrical socket nearest where they are working to reduce tripping over cables-cable covers used where cables travel across walk ways-cables kept tidy on stage re worship band-PC cables kept tidy around desks-no storage in corridors-car park surface maintained to be as even as possible-good lighting in car park and all areas in the building-yellow/black tape used on any other trip hazards; small hall expansion joint, entrance to the Preston Lounge and expansion joint outside the Abbey Room-steps available for stage in auditorium-children/youth to be supervised in Small Hall and signs on the wall re hard floor-no climbing above kitchen or lord’s larder-shoes to be worn at all times | 1Remote Possibility | 2Minor | 1 x 2 = 2Low | Controls are adequate and no further action is required | Not applicable |
| Electricity | All | -items checked for damaged plugs/cables before use-if defects noted, item removed from use-PAT procedures in place-caretaker will change plugs/fuses/light bulbs-admin staff know how to switch off electricity in an emergency-5 year building safety checks carried out by ***Spectrum*** on 15th Aug 2015. Due again 15th Aug 2020  | 1Remote Possibility | 3Moderate | 1 x 3 = 3Low | Controls are adequate and no further action is required | Not applicable |
| Work at Height | Staff + Volunteers | -no standing on chairs-appropriate, commercial ladders secured, stored, regularly checked and available for use-caretaker staff trained to use ladders correctly-When working on lights or gantry in Auditorium a safety harness must be worn and where possible a scissor lift is to be used and only operated by trained people-the storage area above the kitchen in the small hall is to be accessed by the Caretaker and Operations & Development Manager ***only*** | 1Remote Possibility | 3Moderate | 1 x 3 = 3Low | Controls are adequate and no further action is required | Not applicable |
| Lone Working | Staff + Volunteers | -all users sign in/out on reception-after 5pm and weekends, main doors are locked for individual security | 1Remote Possibility | 1Insignificant | 1 x 1 = 1Low | Controls are adequate and no further action is required | Not applicable |
| Hazardous Substances | Staff | -cleaning products stored securely in cleaner’s cupboard, which is kept locked at all times-correct cleaning equipment provided (mops, brushes, gloves) and cleaner trained in their use | 2Unlikely | 2Minor | 2 x 2 = 4Low | Controls are adequate and no further action is required | Not applicable |
| Fire | All | -fire risk assessment carried out | 1Remote Possibility | 5Catastrophic | 1 x 5 = 5Low | Controls are adequate and no further action is required | Not applicable |
| Manual Handling | Staff + Volunteers | -trolleys available to move chairs-staff will seek help or advice if item is too heavy | 1Remote Possibility | 1Insignificant | 1 x 1 = 1Low | Controls are adequate and no further action is required | Not applicable |
| Stored Equipment | Staff + Volunteers | -staff/volunteers stack chairs and tables so they don’t collapse-equipment in cupboards stored on shelving and floor space kept clear-4 drawer cabinets have signs indicating only 1 drawer to be open at any time-no storage in corridors; only 4 drawer cabinets | 1Remote Possibility | 1Insignificant | 1 x 1 = 1Low | Controls are adequate and no further action is required | Not applicable |
| Vehicle Movement | All | -signs clearly indicating entrance/exit of car park-car park well lit-waste collection carried out before 9am-for large events, car park marshals in operation wearing high visibility vests-10mph sign | 2Unlikely | 2Minor | 2 x 2 = 4Low | Controls are adequate and no further action is required | Not applicable |
| Violence, Threatening Behaviour or Robbery | All | -Operations & Development Manager or Administrator always on duty-staff to report any incidents for discussion or support-staff to be polite and not confront-do not resist robbery-trips to bank made at different times-usually 2 staff on duty | 1Remote Possibility | 3Moderate | 1 x 3 = 3Low | Controls are adequate and no further action is required | Not applicable |
| Verbal, Physical or Sexual Abuse | All | -All staff & youth workers checked via the DBS (previously CRB) and any problems are reported to either the YCC youth leader or YCC Safeguarding Officer-Any youth worker without a DBS check will not be left alone with young people-If a DBS check has been applied for but not received back, any youth worker without a DBS check will not be left alone with young people unsupervised-Youth leaders are to avoid being left alone with a young person-Young people are not left alone with members of the public-Young people are supervised at all times-All GateWay entrance doors are locked outside office hours unless young people are being let in/out of the building; youth workers are present at these times for security purposes-receptionist on duty Mon-Fri from 9am to 5pm and if any abuse problems occur, the Operations & Development Manager will take responsibility and call the police if necessary | 1Remote Possibility | 4Major | 1 x 4 = 4Low | Controls are adequate and no further action is required | Not applicable |
| Display Screen Equipment | Staff + Volunteers | -staff to inform Operations & Development Manager if pains occur re posture-workstation set up to minimise glare and reflections on monitors-regular breaks; 5mins per hour | 1Remote Possibility | 1Insignificant | 1 x 1 = 1Low | Controls are adequate and no further action is required | Not applicable |
| Low Ceiling in Lyde Room | All users of Lyde Room | -warning signs displayed in the Lyde Room | 1Remote Possibility | 2Minor | 1 x 2 = 2Low | Controls are adequate and no further action is required | Not applicable |
| High Sound Levels | All in Auditorium | -those authorised to operate the PA have a meter to ensure sound levels are kept at the appropriate level-for musical events, there are ear plugs in the reception should they be required | 1Remote Possibility | 1Insignificant | 1 x 1 = 1Low | Controls are adequate and no further action is required | Not applicable |
| Risk of being hit by large flags being used by children during worship on Sundays | All in Auditorium on Sunday am | -parents to stop their children waving large flags, there are smaller flags available  | 2Unlikely | 2Minor | 2 x 2 = 4Medium | Controls are adequate and no further action is required | Not applicable |
| Fall from uneven and slipper surface round the corner from rear entrance | All | -hand rail in place-caution sign in place | 2Unlikely | 2Minor | 2 x 2 = 4Low | Controls are adequate and no further action is required | Not applicable |

**Table 1 – Likelihood and Severity Values**

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| --- | --- | --- | --- |
| **Likelihood of Occurrence** | **Definition** | **Severity of Consequences** | **Definition** |
| 1 | Remote Possibility | 1 | Insignificant (no injury, no damage) |
| 2 | Unlikely | 2 | Minor (first aid, slight damage) |
| 3 | Possible | 3 | Moderate (less than 3 days absence, moderate damage) |
| 4 | Likely | 4 | Major (3 days or more absence, significant damage – RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) |
| 5 | Inevitable | 5 | Catastrophic (serious injury, permanent disability, death, structural damage) |

**Table 2 – Risk Ratings**

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| --- | --- |
| **Risk Rating** | **Definition** |
| 1-5 (Low) | No further action but the activity must be kept under review. Recommended action period: **12 months** |
| 6-10 (Medium) | Action must be carried out to reduce the risk within a specified and reasonable time period. Recommended action period: **1-2** **months** |
| 11-16 (High) | Urgent action must be carried out to reduce the risk. Consider if the activity should be stopped. Recommended action period: **within 4 weeks** |
| 17-25 (Very High) | Suspend activity immediately until the risks can be adequately controlled. Recommended action period: **immediately** |

**Notes:**

1. Use the following formula to work out the Risk Rating: **Risk Rating (6) = Likelihood of Occurrence (4) x Severity of Consequences (5)**
2. If the risk rating is above Low, then further action must be carried out (within the definitions in Table 2) to reduce the risk.
3. A review is only necessary where a risk rating is above Low.
4. A risk assessment is required for **each event** and as a minimum on an **annual basis for locations** i.e. The GateWay, Coffee Shop, Fire.
5. If a new hazard arises in a location then a new risk assessment is to be carried out.

**Once the risk assessment is carried out, it is not valid until checked and signed by the Operations & D**