



Risk Assessment, July 2024

RISK ASSESSMENT FORM

RISK ASSESSMENT DETAILS		RISK MATRIX & RATING																																																				
Title of risk assessment	<i>Community Centre Risk Assessment</i>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">POTENTIAL OUTCOME</th> <th colspan="3" style="text-align: center;">LIKELIHOOD</th> </tr> </thead> <tbody> <tr> <td style="width: 15%;">Catastrophic</td> <td style="width: 45%;">Fatal injury/permanent disability</td> <td style="width: 10%;">Highly likely</td> <td colspan="2" style="width: 30%;">More likely to occur</td> </tr> <tr> <td>Major</td> <td>RIDDOR reportable Specified Injury/Disease/Dangerous Occurrence</td> <td>Likely</td> <td colspan="2" style="text-align: center;"></td> </tr> <tr> <td>Moderate</td> <td>RIDDOR reportable over 7 day injury</td> <td>Possible</td> <td colspan="2"></td> </tr> <tr> <td>Minor</td> <td>Minor injury (requiring first aid)</td> <td>Unlikely</td> <td colspan="2"></td> </tr> <tr> <td>Insignificant</td> <td>Minor injury</td> <td>Remote</td> <td colspan="2">Less likely to occur</td> </tr> </tbody> </table>					POTENTIAL OUTCOME		LIKELIHOOD			Catastrophic	Fatal injury/permanent disability	Highly likely	More likely to occur		Major	RIDDOR reportable Specified Injury/Disease/Dangerous Occurrence	Likely			Moderate	RIDDOR reportable over 7 day injury	Possible			Minor	Minor injury (requiring first aid)	Unlikely			Insignificant	Minor injury	Remote	Less likely to occur																			
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Details of activity:																																																						
General use of the building by tenants, hirers and the general public.																																																						
Location of activity	<i>Tang Hall Community Centre</i>																																																					
Date of assessment	<i>1st July 2024</i>																																																					
Name of the person carrying out the assessment	<i>Stephen Collins Centre Manager</i>																																																					
Person authorising use of assessment	<i>Claire Douglas Chair</i>																																																					
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		MEDIUM	Review/add controls (as far as reasonably practicable) & monitor
		LOW	Monitor control measures



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Hazard and related condition/activity <i>Eg slip – wet floor from cleaning</i>	Persons at risk <i>Eg employees, pupils, customers, contractors, members of public (include out of hours use)</i>	Control measures <i>Eg workplace instructions, training, authorised user, competent person, PPE – give specific details</i>	Risk rating after existing & additional control measures <i>Potential Outcome x Likelihood = Risk Rating (eg Minor x Unlikely = Low)</i>
Fire or other Emergency	All Users of Community Centre, Contractors, Staff	All staff, tenants and group leaders inducted into good practice. Separate Fire Risk Assessment is reviewed annually, including externally contracted maintenance programmes and testing.	High (Low likelihood, high impact)
Slippery Floors Wet or polished floors	All Users of Community Centre, Contractors, Staff	Regular cleaning and maintenance of floors. Signage to warn about wet floors.	Medium (Moderate likelihood, moderate impact)
Electrical Hazards Faulty wiring or equipment	All Users of Community Centre, Contractors, Staff	Regular inspections including PAT testing. Use of surge protectors. Training included in annual induction.	Medium (Low likelihood, high impact)
Manual Handling Lifting heavy objects incorrectly.	All Users of Community Centre, Contractors, Staff	Training on lifting techniques, use of lifting aids.	Medium (Moderate likelihood, moderate impact)
Security Risks Unauthorised access or theft	All Users of Community Centre,	Controlled access, proper lighting, securing valuable items. Use of CCTV cameras throughout the centre.	Medium (Moderate likelihood, moderate impact)



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	Contractors, Staff		
Health Risks (COVID-19 and other infectious diseases) Spread of infectious diseases	All Users of Community Centre, Contractors, Staff	Hygiene protocols, regular cleaning, following guidelines.	Medium (High likelihood, high impact)
Trip Hazards Cables, uneven flooring, or cluttered walkways.	All Users of Community Centre, Contractors, Staff	Keeping walkways clear, securing cables, repairing flooring.	Medium (Moderate likelihood, moderate impact)
Food Safety Risks Improper food handling or storage.	All Users of Community Centre, Contractors, Staff	Food hygiene training, proper storage, cleanliness.	Medium (Moderate likelihood, moderate impact)
Emergency First Aid Injuries or medical emergencies.	All Users of Community Centre, Contractors, Staff	Availability of first aid kits, trained first aiders, clear procedures.	Medium (Moderate likelihood, moderate impact)



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Building Structure and Maintenance Deterioration of the building structure	All Users of Community Centre, Contractors, Staff	Regular inspections and maintenance, prompt repairs.	Medium (Low likelihood, high impact)
Accidents During Activities Injuries from sports or other physical activities.	All Users of Community Centre, Contractors, Staff	Supervision, safety equipment, clear guidelines.	Medium (Moderate likelihood, moderate impact)
Mental Health and Well-being Stress or psychological strain.	All Users of Community Centre, Contractors, Staff	Support resources, open communication, stress management best practice	Medium (Moderate likelihood, moderate impact)
Vehicle and Traffic Management	All Users of Community Centre, Contractors, Staff	Clear marking and signage, traffic monitoring.	Medium (Moderate likelihood, moderate impact)



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Traffic accidents or issues in the parking area.			
Noise Levels Excessive noise.	All Users of Community Centre, Contractors, Staff	Noise management, soundproofing, ear protection.	Low (Low likelihood, low impact)

Scheduled date of next review <i>Minimum annually, or if there are any significant changes, or following an incident or near miss</i>	Are there any changes to the activity since the last review? <i>Clarify that all the controls are still in place and how they are monitored on a regular basis.</i>	Signature of manager	Date of review
July 2025			