

ORGANISATION: Milton Creek Country Park Trust (Reg Charity No: 1193109)		
RISK ASSESSMENT (Activity/location) : SPACE - General Risks		
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Scope of work– include the location/s, dates, individuals involved and outline the activities/tasks:

This document summarises the hazards and associated risks in relation to the use of the community building (SPACE) and the Milton Creek Country Park Trust storage containers located at Milton Creek Country Park.

The hazards/risks relate to all users of the building including Trustees, Volunteers, Hirers and anyone else entering or using the building (i.e. maintainers, members of the public).

The hazards/risks considered relate to general workplace and some activity specific hazards (denoted *). All other activity specific hazards & associated risks are to be dealt with on a per/rental basis in collaboration with the Hirers or maintainers.

All Hirers and anyone working on or maintaining the building are required to receive a copy of this document and shall be required to confirm that they have read and disseminated the information as necessary.

All Hirers shall be required to provide to the landlord 'activity specific' risk assessments and method statements, on request, as necessary and before the activity commences.

Hazards	Risks	Current controls	Risk Rating L/M/H
1. Electrical Installations (lighting, emergency lighting, fire alarm and small power).	Risk of injury due to electric shock (final accessories). Risk of fire/shock injury due to defective electrical equipment (plug in equipment).	1. Electrical installations have 'in-date' Electrical Inspection and Testing Certification from a Competent Electrician. 2. All lighting and small power circuits controlled via 30mA/30mS RCBO's (Residual Current Devices). 3. All socket outlets have shuttered plug connections. 4. All electrical equipment used inside the building shall have PAT certification. (frequency of testing subject to assessment). 5. Hirers are required to ensure that all electrical equipment brought into the building for their own use has current PAT certification.	M (LxH)

Hazards	Risks	Current controls	Risk Rating L/M/H
2. Fire.	Risk of fire from combustible materials. Risk of fire from the use of naked flames as part of an activity.	- Automatic fire detection system (L4) installed to provide early warning of fire. - All surfaces comprise 'class O' materials which will limit the spread of fire and flame on internal surfaces. - The Hirer Rules explicitly prohibits the use of naked flames within the building – unless a specific risk assessment and/or method statement has been generated and agreed with the Landlord. The Landlord may then issue a 'Permit to work' for hot working.	M (LxH)
3. Means of access.	Risk of lack of access by wheelchair users. Risk of lack of access by pushchair/pram users.	- External access via ramps. - Door thresholds are low profile. - Housekeeping rules in place for Hirers to ensure that they keep access points clear at all times when using the building.	L (LxL)
4. Means of escape.	Risk of lack of egress in the event of fire due to blocked exits. Risk of impedance to egress due to lighting failure.	- Designated fire exits provided. - Emergency lighting installed (3 hour non-maintained) internally and externally. - See also fire action notices adjacent to primary and fire exit doors, and evacuation procedure provided by Landlord. - Furniture to be kept clear of exit doorways at all times when using the building. (Housekeeping rules in place for Hirers to ensure that they keep egress points clear at all times when using the building).	M (LxH)
5. Slips/trips.	Risk of injury due to slips on wet floors. Risk of injury due to trips on raised surfaces.	- Slip resistant floor installed. - Low profile mats traffic matting installed. - Low profile door thresholds installed.	M (LxM)
6. Working at height - internal	Risk of injury due to falling from height. Risk of injury due to falling objects.	- Step ladders provided for all working at height activities (for Trust members and volunteers associated with the Trust. NB: Contractors shall provide their own ladders/steps. - Work restricted to access to ceiling tiles and picture hanging.	M (LxM)
7. Working at height - external.	Risk of injury due to falling from heights. Risk of injury due to falling objects.	- Roof areas to be accessed by competent personnel only. - Works on roof to be carried out by competent personnel and restricted to times when unit is unoccupied. - All contractors to provide specific Risk Assessments for maintenance work to roof areas (i.e. access to condenser units).	H (MxH)

Hazards	Risks	Current controls	Risk Rating L/M/H
8. Lone Working. (in or around Space)	Risk of injured or unwell person not being detected for a time.	1. Anyone carrying out work on their own (i.e. at height or using machinery) in the building or around the building should ensure that at least one other person is aware of their whereabouts, what work they are doing and the approximate timeframe they will be in or around the building.	L (LxL)
9. Heating installations.	Risk of injury due to scalding on hot surfaces (2 No. panel heaters).	1. Low surface temperature (LST) electric panel heaters installed (to limit the surface temperatures to around 40°C).	L (LxL)
10. Hot water installations	Risk of injury due to scalding from hot water tap at kitchen sink. (NB: Hot water heater output temperature set to approximately 60°C)	1. Signage indicating 'Caution Hot water', or similar, installed at kitchen sink. 2. Hirers advised that use of sink is restricted to adults only. 3. The child gate is to be secured in place whenever children are in the building and where appropriate. 4. Children are only to be allowed in the kitchen area under supervision. (i.e. to wash hands)	L (LxL)
11. Cold water installations	Risk of Legionellae. NB: The water system serving Space has been derived from the existing mains water system connected to the country park toilet block. As such it is an extension of the toilet block water system and will need to be considered by SBC's water consultants when they inspect and review the toilet block water system. The outcome may well include simple actions such as regular flushing of the hot/cold water tap and recording the event in a logbook.	TBC through SBC	TBC
12. Hazardous substances	Risk of injury due to poisoning from ingestion of hazardous substances. Risk of injury due to corrosive substances.	1. All hazardous substances in kitchenette are to be stored in high level cupboard to minimise risk of access by children. 2. The child gate is to be secured in place whenever children are in the building and where appropriate. 3. Children are only to be allowed in the kitchen area under supervision. (i.e. to wash hands)	M (LxM)
13. Sharp blades (cutlery and scissors).	Risk of injury due to contact with sharp edges and blades.	1. Items with sharp blades are not to be stored in the kitchen drawers.	M (LxM)

Hazards	Risks	Current controls	Risk Rating L/M/H
		2. The child gate is to be secured in place whenever children are in the building and where appropriate. 3. Children are only to be allowed in the kitchen area under supervision. (i.e. to wash hands)	
14. Trapped fingers (cupboard/drawers/fridge)	Risk of injury due to trapped fingers (principally related to children).	1. Cupboards have soft close doors which will effectively slow down the doors when they close. 2. The child gate is to be secured in place whenever children are in the building and where appropriate. 3. Children are only to be allowed in the kitchen area under supervision. (i.e. to wash hands)	M (LxM)
15. Windows – glazing.	Risk of injury due to broken glass. Risk of injury due to impact with fixed glazing.	1. All window glazing is Safety Glass to the relevant BS (see window units for proof). 2. All fixed and door window glazed units to have manifestation applied to indicate presence of glass. <u>UK decal/manifestation requirements for full height windows are:</u> <u>“Two bands of decal at 850mm to 1000mm and 1500mm to 1600mm from the floor, to cater for different age groups and height”.</u>	M (LxM)
16. External – container doors.	Risk of injury associated with the opening of heavy doors (strains/entrapment). Risk of injury due to impact with moving doors (during windy conditions).	1. Container end doors to be opened only by competent persons. 2. Container end doors to be secured in place with chains and carabiners provided.	L (LxL)
17. External – Roller shutters.	Risk of injury due to entrapment or crushing.	1. Shutters to be inspected and maintained on an annual basis by a person competent to do so and in accordance with Regulatory requirements. 2. Shutters should only be operated by persons who have been provided with guidance and instruction. 3. Shutter operators are to be vigilant to ensure that no other person is near or under the shutters as they are raised/lowered. 4. See also Roller Shutter Risk Assessment.	M (LxM)
18. Manual Handling.	Risk of injury due to lifting heavy items or equipment within or around the building. (i.e. chairs, tables).	1. Only carry items within your physical capability. Max 25kg. 2. Use team lifting where necessary. 3. Minimize distance to carry items.	L (LxM)

Hazards	Risks	Current controls	Risk Rating L/M/H
	Injuries may include: - Injury to feet from dropping items - Strains and sprains from lifting heavy items - Injury to hands when carrying items through doorways restricted openings. - Injury to hands from pinching/trapping in leg mechanism on tables and multiple chair stacks.	4. Use correct lifting technique to suit object being carried – seek advice or assistance where necessary or when in doubt. 5. Wear safety footwear where necessary. 6. Wear hand protection where necessary. 7. Take extra care when moving items and objects through doorways or restricted openings. 8. Ensure table legs are correctly folded in before attempting to lift.	
19. Use of child gate across kitchen area entrance.	Risk of impact and/or trapped fingers due to gate becoming unsecured and retracting suddenly. NB: the gate will retract very quickly back to its roller on the left-hand side if it is not opened under control by an adult.	1. The child gate is to only be operated by an adult. 2. All adults accompanying children inside the building shall be vigilant to ensure that children do not play or tamper with the child gate when it is drawn across the entrance to the kitchen area.	L (LxM)

Risk Rating Matrix

NB: Risk = Likelihood x Severity

Likelihood	High	M	H	H
	Medium	L	M	H
	Low	L	L	M
		Low	Medium	High
		Severity		

Definitions	High	Medium	Low
Risk Likelihood: This is the probability that a risk will occur	An injury is expected to occur in most circumstances	An injury will probably occur in many circumstances	An injury may occur at some time
Risk Severity: This is the potential effect that a risk could have on the person/s affected	Serious injury or death	Significant injury – (for employees, likely to lead to absence from work)	Minor Injury – (for employee, unlikely to cause absence from work)
Risk Rating: This is the product of the likelihood of an event occurring and the likely severity of the effects	Urgent action required – improve control measures immediately and stop work activity until risk is reduced	Action Required – review and improve current control measures where reasonable practicable.	Tolerable risk – maintain current control measures