

Brailsford and Ednaston Institute Date of risk assessment: 29 May 2020

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?	Action complete
CAR PARK						
Vehicle movement	All users could be hurt by moving vehicles.	Entrance clearly marked. All users of the car park responsible for their own safety and that of other users.				
Uneven surface or rubbish left on car park	Risk of injury by slipping	Maintaining the car park. Checking for rubbish and removing. Sufficient lighting. Space near entrance can be reserved for disabled visitors on request. Users asked in hire agreement not to leave rubbish and to report any damage they notice.	Regular checks	All committee members and all users to notify committee of any problems.	Monthly	Ongoing
Ice in bad weather	Risk of injury by slipping	Providing grit/salt	Checks in bad weather	All committee members and users.	In bad weather only	ongoing
Dog waste left in car park	Risk of infection	Notice on gates asking people to use bins.	Regular checks.	All committee members	Monthly	01/11/20
GROUNDS						
Uneven surface due to moles	Trip hazard	Monitoring of state of the lawn when mown.	Regular checks	Gardener	Throughout mowing season	ongoing
INTERNAL						
Fire		Linked fire alarms installed Fire exits clearly marked and always clear of obstruction. Quick release bars fitted. Fire exit procedure is clear in conditions of hire. Fire extinguishers and blanket	Regular checks	Maintenance officer to arrange annual servicing of fire equipment.	Next service due	

		installed and regularly serviced.				
Internal doors, Safety glass not installed as not required when fitted.	Risk of cuts from broken glass		Any repairs needed will require safety glass to be used.	Maintenance officer to ensure repairs meet current standards.		Ongoing
Hazardous substances	Risk of ingestion/contact with skin	Substances to be kept to a minimum. To be stored out of reach of children.		Cleaner to provide details of any new substances on premises		Ongoing
Electricity	Danger of shock	Full electrical safety checks carried out by qualified electrician. New fittings installed by qualified persons. Portable equipment tested by qualified persons.		Maintenance officer	Electrical safety inspection: 7/1/19 PAT carried out:	Next due 7/1/24 Next due
Storage	Risk of injury from falling objects	All users to keep their stored items in cupboards.	Storage areas checked annually and any unused items removed.	All users with allocated storage. Committee members		Ongoing
Kitchen	Risk of burns from kettle/cooker	Parents/responsible adults should keep children away from heat sources.		All users		Ongoing
Flooring	Risk of slipping or tripping	Non-slip flooring installed in kitchen and entrance lobby. Spillages to be cleaned up immediately. Mops and brushes available. . Mats at entrances to stop rain water being carried in. No trailing cables in the hall.		All users		Ongoing
Working at height (e.g. maintenance	Risk of falls	Ladders provided in good condition.		All users		Ongoing

and putting up decorations)		Minimum two people in the hall when ladders in use. Users responsible for their own safety if using ladders.				
GENERAL						
Asbestos	Danger of contamination	Full asbestos survey undertaken 6 July 2018. Notices purchased to identify all asbestos and details of risk management. All asbestos present categorised as low risk.	Boiler room locked. Signs purchased and installed.	Maintenance officer		01/03/19
COVID - 19						
Risk of Infection	All	Potential for close contact on entering and exiting the building. All users to record their	Users to enter the building by the main door and leave by an alternative exit, either via the side doors or through the garden. All doors to be secured and last representative of the user group to exit via the main door and lock up. User groups to lock main door when all attending are inside to prevent unauthorised access. Visitors book in foyer.	All Users All users		Ongoing

		<p>attendance in a visitors book or the register of the user group to enable tracing should an infection occur.</p> <p>All users to wash their hands upon arrival.</p> <p>Face coverings must be worn unless the user or activity is exempt under Government regulations.</p> <p>Frequent hand washing to be carried out by users (following guidance on hand cleaning) and always before and after visiting the toilet; eating; and after sneezing or coughing.</p> <p>Users encouraged to use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')</p> <p>Drinks will be served in the users own clearly labelled drinks bottles, not in Institute open cups.</p> <p>Users groups should supply their own sanitising spray</p>	<p>User groups to keep a register.</p> <p>The door to the disabled toilet to be left open to avoid touching surfaces. Paper Towels and foot operated pedal bins near hand washing facilities.</p> <p>Signs to be displayed.</p> <p>User groups should supply their own</p>	<p>All users</p> <p>User Group representative</p> <p>Institute Committee Member</p>		
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		<p>and wipes and antibacterial hand gel</p> <p>Hard materials and surfaces should be cleaned and disinfected by users when their session finishes.</p> <p>During the duration of the emergency users should avoid physical contact with each other – hand shaking, hugs etc</p> <p>If someone should become unwell with COVID-19 symptoms whilst attending a user group they should be isolated until collected and then enter a self-isolation period in line with current Government guidance or until a negative test result has been confirmed.</p>	<p>cleaning materials</p> <p>Representative of the User Group must inform the Institute Committee immediately.</p> <p>Close Institute for a period of no less than 72 hours and arrange for deep clean following Government guidelines</p>	<p>Institute Committee</p>	<p>Covid specific First Aid kit to be provided</p>	<p>31/8/20</p>
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Reviewed 13/8/2020

Next review May 2021