

Starlight Arts - Building Risk Assessment

What are the hazards?	Who might be harmed?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?
Slips, trips and falls E.g. Uneven surface of car park, cleaning floor etc	Users of the building and car park may suffer injuries such as fractures or bruising if they slip, eg on spillages or trip over objects.	<ul style="list-style-type: none"> Car park surface maintained to be as even as possible Parking spaces for visitors with disabilities available next to entrance. Good lighting in car park and all rooms and corridors in building Members know to clear up spillages immediately and know where equipment for this is kept. Mats at entrance to stop rain water being carried in. No storage in corridors No trailing electrical leads/cables 	<ul style="list-style-type: none"> Surfaces to be inspected regularly and repaired as necessary 	Manager/Staff	Termly
			<ul style="list-style-type: none"> Check that cleaner knows which products should be used on which type of floor 	Manager/Staff	Termly
Work at height E.g. Changing light bulbs, cleaning windows, putting up decorations etc.	Anyone working at any height could suffer injured, possibly very serious ones, should they fall.	<ul style="list-style-type: none"> Appropriate, commercial stepladder securely stored and available for use. Members know that they are responsible for using the stepladder safely Manager and staff know how to use the stepladder safely 	<ul style="list-style-type: none"> Print copies of HSE guidance on safe use of stepladders and make available to those who may use stepladder. 	Manager	Yearly
			<ul style="list-style-type: none"> Ensure working order of condition of stepladder before using and report to community centre staff 	Manager	Yearly
			<ul style="list-style-type: none"> Consider implications for work at height of any future alterations to the building. 	Manager	As needed
Vehicle movement	Pedestrians could suffer serious injury if struck by cars	<ul style="list-style-type: none"> Entrance/exit to car park clearly marked 	<ul style="list-style-type: none"> Apply 5mph speed limit in car park and put up signs 	Community centre committee and manager	Completed

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	entering/leaving car park or moving in it.	<ul style="list-style-type: none"> For large events, parking controlled by marshals wearing high - visibility vests. Car park well lit Skip/recycling collection takes place at times when hall not in use 	<ul style="list-style-type: none"> Consideration of whether controlled car parking is required 	Manager	As needed
Hazardous substances E.g. Cleaning products	The cleaner, and others cleaning, risk skin problems, eg dermatitis and eye damage, from direct contact with cleaning chemicals. Vapour may cause breathing problems.	<ul style="list-style-type: none"> Mops, brushes and strong rubber gloves provided. Cleaning products marked 'irritant' replaced with milder Cleaner trained to use products safely, eg follow instructions on the label, dilute properly and never transfer to an unmarked container. Cleaning products stored securely 	<ul style="list-style-type: none"> Cleaner reminded to check for dry, red or itchy skin on her hands and, if finding any, to go to doctors for advice and to tell the secretary to the management committee 	Manager	As needed
Electricity	Users risk electric shocks or burns from faulty equipment or installation	<ul style="list-style-type: none"> Fixed installation correctly installed by qualified electrician, and inspected regularly. All repairs by qualified electrician. Safety plugs in sockets. Portable equipment checked for visual signs of damage before use. Building users know they are responsible for any equipment used on site 	<ul style="list-style-type: none"> Make sure hall users know where the fuse box is and how to switch supply off in an emergency. 	Community centre and manager	Yearly
			<ul style="list-style-type: none"> Remind users that portable equipment considered unsafe should be marked and taken out of use 		

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Stored equipment	Users could be injured by collapsing stacks	<ul style="list-style-type: none"> Users know that they must stack tables and chairs carefully so that they do not collapse 	<ul style="list-style-type: none"> No further action required 		
Manual handling	Users may suffer back pain if they try to lift objects that are too heavy or awkward.	<ul style="list-style-type: none"> Trolleys available to move heavy equipment and users know where they are kept 	<ul style="list-style-type: none"> No further action required 		
Asbestos	Staff, and others, carrying out normal activities at very low risk. Asbestos only poses a risk if fibres are released into air and inhaled. Maintenance workers are most at risk.	<ul style="list-style-type: none"> No risk controls at present 	<ul style="list-style-type: none"> Find out if building contains any asbestos (e.g. in ceiling tiles, wall panels). If so, and if asbestos is in good condition, record where it is and put up signs warning that it is asbestos and is not to be disturbed (and then make regular checks to ensure it remains undisturbed and the signs maintained). Damaged asbestos to be removed by specialist contractors. If hall is ever demolished/refurbished, asbestos should first be removed by specialist contractors 	Community centre committee and manager	Yearly
Fire	If trapped, staff could suffer fatal injuries from smoke inhalation/burns	<ul style="list-style-type: none"> Fire risk assessment done, see www.communities.gov.uk/fire and necessary action taken. 	<ul style="list-style-type: none"> Ensure the actions identified as necessary by the fire risk assessment are done. 	Committee chair	From now on