

Gamlingay Community Centre

General Risk Assessment – Internal

Last updated 04/10/2022



RISK ASSESSMENT INTRODUCTION

This Gamlingay Community Centre (GCC) risk assessment is based upon the generally accepted concept that there are potential hazards that can cause a risk of harm, and that those hazards have the properties of their likelihood of occurrence and the severity of harm caused in case they should happen. If the likelihood is less than “probable” and/or the potential to cause serious harm is “improbable” the risk assessment would conclude that “no unacceptable risk is present”. If no unacceptable risk is present it follows that no action need be taken. Notwithstanding this, in case any risk reduction opportunity without a consequential downside is observed then common sense dictates that it would be wise to take any appropriate the corrective measures making a satisfactory situation even safer.

In case an unacceptable risk is identified, i.e. there is a reasonable possibility for a hazard to happen and that if it does, then serious harm may ensue, corrective measures shall be taken. It is also true that risk assessments, to have worthwhile value, have to limit themselves to common sense when deciding what to consider. Taking this to an extreme example and to illustrate this point, there is a body of opinion that says terrorists might take over an aeroplane and use it to crash into something valued by others and thereby cause death and destruction. Nobody can deny this possibility but that sort of hazard is not considered to be appropriate for this sort of risk assessment. We must confine ourselves to hazards that directly and reasonably bear upon the GCC’s immediate environment. Also, it is necessary to accept the nature of our community

centre, its intended use, and the resources available to ensure the health and safety of employees and users. It would serve no useful purpose to have policies and processes that are beyond our capability control and execute simply because somebody sometime somewhere thought they were worthy of consideration. The risks we will assess can only be those that we can reasonably manage. To illustrate this with another example, although some community building assessments may demand, “Make specific assessment of risks in respect of new or expectant mothers”, this sort of risk like many others that people have proposed for consideration, is beyond our capacity to include in our risk assessment. Our philosophy must be that we will do what we are able to do to ensure the health and safety of our employees and our users, and that those employees and users must take reasonable care and be responsible for their own health and safety while using the centre.

Referring to the first paragraph above of our Policy, we want to establish and maintain a safe and healthy environment for all. We will do this by being alert to actual and potential hazards, always looking to prevent adverse incidents before they may happen and always be open to suggestions and observations from wherever they may come. In addition, we will make it our business to take and document an audit of each of the areas in and around the GCC, looking for hazards that have reasonable possibility of occurrence, evaluating the seriousness of harm if one should occur, and only operate where we decide that “no unacceptable risk is present”.

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The GCC has been equipped with a sophisticated fire detection and alarm system with sensors appropriate to each of the areas they monitor, each connected back to a control panel behind the Reception Desk. In case that any sensor should alarm, it will sound the evacuation alarm throughout the building and release all the magnetic door locks enabling a rapid evacuation of persons in the building and provide the fire service upon arrival with details of the zone that raised the alarm. The availability of multiple escape routes in the event of a fire alarm has greatly reduced the risk of harm from this historically major cause of harm at the GCC.

Person carrying out the Risk Assessment:

Date of Risk Assessment:

Review Date:

- The Gamlingay Eco Hub is a Community Centre. It is a newly refurbished building with almost full disabled access.
- The standard operating hours are:
 - 09:00 to 21:00 Monday to Friday
 - 09:00 to 17:00 Saturday
 - CLOSED Sunday

- Weekend and evening opening times will vary depending on bookings. The bookings are made in advance and timings are confirmed in line with our Premise License.
 - No one lives on the premises. Staff work on the premises outside the hours stated above. Cleaners work daily before opening and after closing. The Managers, Volunteers and Trustees often work when the business is closed. Repairs and maintenance are normally scheduled for quiet times when we have no business in, or when the building is closed.
- The business normally employs six staff members with additional contracted suppliers for maintenance.
- This Risk Assessment has been carried out to make clear the responsibilities of GCC when undertaking events at the Gamlingay Eco Hub as part of our own business. This does not relate to the use of the premise by external hirers. The requirement for external hirers to do a risk assessment forms part of our Terms and Conditions to them which they sign in agreement prior to an event.
- The risk assessment identifies key priorities that must be addressed; **RED** (high priority), **AMBER** (medium priority), **GREEN** (low priority or completed).

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What is the hazard?	Who might be harmed and how?	What actions are already being taken?	What further actions are necessary?	Owner(s)	Completion Date	Priority / Complete
Slips, trips and falls	<ul style="list-style-type: none"> • Staff and customers slipping / tripping / falling, risking fractures, cuts and bruising, etc. 	<ul style="list-style-type: none"> • Floor to be kept as clear as possible. • Electrical cables to be covered with a mat. • Good lighting is in place in all areas. • Integral non slip mat is at entrance to absorb water. • Spillages should be cleaned immediately, and appropriate slip signage put out when floors are wet or drying. • Doormats in place for wet weather. • No trailing cables in walkways. • Written advice / conditions provided to customers hiring the function room(s) to ensure that any entertainment they hire does not obstruct doorways, stairways in any way. 	<ul style="list-style-type: none"> • Replace carpet in front door area as and when required. 	KL	ONGOING	GREEN
			<ul style="list-style-type: none"> • Have regular meetings with the cleaners to ensure all advice is being adhered to. 	KL	ONGOING	GREEN
			<ul style="list-style-type: none"> • Provide Terms & Conditions to all hirers. 	KL	ONGOING	GREEN
			<ul style="list-style-type: none"> • Stress the important of good house-keeping to all staff, volunteers and Trustees during team meetings. 	KL	ONGOING	GREEN

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		<ul style="list-style-type: none"> • Verbal advice and supervision of entertainment hired to ensure equipment or cables does not obstruct walkways. • All sinks, stock, etc. installed / kept at correct heights. 				
Violence	<ul style="list-style-type: none"> • Staff or Customers may suffer stress and / or physical injury from aggressive behaviour. 	<ul style="list-style-type: none"> • Staff adhere to the legal requirement not to sell alcohol to anyone appearing intoxicated. • Staff are made aware of barred customers. • Staff are verbally informed to telephone police if they feel that things may get out of control. • Cashing up done out of sight of customers. • A panic button is installed under the reception desk. 	<ul style="list-style-type: none"> • Display the Manager's contact telephone number. 	KL	ONGOING	GREEN
			<ul style="list-style-type: none"> • Discuss violence incidents at weekly meetings. 	KL	ONGOING	GREEN
			<ul style="list-style-type: none"> • Liaise with Community Police Team when required. 	KL	ONGOING	GREEN

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Manual handling	<ul style="list-style-type: none"> Staff risk injuries or back pain from handling heavy / bulky objects such as tables, chairs, staging and deliveries. 	<ul style="list-style-type: none"> Setting up of staging and tables should be carried out in pairs. Trolley is available for moving chairs. Staff, Volunteers and Trustees to be trained in manual handling. 		KL	ONGOING	GREEN
Electricity	<ul style="list-style-type: none"> Staff, Volunteers and Customers are at risk of electric shock from faulty or damaged wiring and equipment. Staff and Volunteers are at risk of electric shock when operating / maintaining electrical equipment in the switch or plant room. 	<ul style="list-style-type: none"> Maintenance contractor carries out mandatory wiring and instillation testing. RCD (Residual Current Device) testing on all outlets. PAT (Portable Appliance Testing) carried out for all Eco Hub portable appliances. 	<ul style="list-style-type: none"> Hub Manager or other Staff Member to be trained on electrical visual inspections. 	KL		
			<ul style="list-style-type: none"> Visual inspection of portable appliances to be carried out periodically. 	KL	ONGOING	GREEN
			<ul style="list-style-type: none"> Staff must be briefed on electrical safety and the importance of reporting any 	KL	ONGOING	GREEN

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			visible defects of electrical equipment.			
Hazardous materials, contact with chemicals, e.g. bleach	<ul style="list-style-type: none"> Staff can suffer chemical burns or dermatitis, risk of skin or eye irritation. 	<ul style="list-style-type: none"> COSHH folder on site for all cleaning chemicals used. All chemicals kept in original containers. All cleaning staff trained on the safe use of the chemicals on site. Gloves provided. All containers clearly labelled. Long handled mops provided. Chemicals locked in Sluice room. 	<ul style="list-style-type: none"> Ongoing training and awareness. 	KL	ONGOING	GREEN
Fire	<ul style="list-style-type: none"> All building users. Risk of burns, smoke / toxin inhalation. 	<ul style="list-style-type: none"> All staff check fire exits and walkways are unlocked and clear of any obstruction. 		KL		GREEN
		<ul style="list-style-type: none"> All firefighting equipment, emergency lighting and fire alarm checked in line with British Safety Standards. 	<ul style="list-style-type: none"> Fire Risk Assessment review to be carried out. 	KL Jason G		GREEN

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		<ul style="list-style-type: none"> All staff trained on evacuation procedures. 		KL	Renew 2024	GREEN
		<ul style="list-style-type: none"> PAT carried out on all Eco Hub portable appliances. 		KL	Renew Feb/2022	AMBER
Contact with steam, hot water, hot oil and surfaces	<ul style="list-style-type: none"> Staff, volunteers and trustees, site visitors and contractors could be scolded from hot water spillages or steam from the water boiler. Sink taps in the kitchen and lavatory give hot water. Hot cooking oil and water could be spilt when using the cooker. 	<ul style="list-style-type: none"> The Eco Hub is has hot water boilers, with appropriate safety signage. Be aware that it produces extremely hot water. Hot water taps in the Eco Hub are temperature regulated and will not give out water hot enough to cause damage. 				

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Falls from height	<ul style="list-style-type: none"> Hall users could fall from the built-in benches or furniture. 	<ul style="list-style-type: none"> There are no obvious heights in the Eco Hub, providing all furniture is used appropriately. Do not climb on the furniture. If you have reason to reach something high, ask Hub staff to help. 				
Car park and outside areas	<ul style="list-style-type: none"> Anyone in the car park could be injured by cars. Possibility of slips in cold weather. The outside area is used by the general public, especially dog walkers. 	<ul style="list-style-type: none"> If driving, make sure you stick to the 5 mph and are aware of pedestrians. The pathways will be gritted by Hub staff in icy weather. Be aware of other people and dogs. There are security cameras covering the outside of the building. 				
Covid-19	<ul style="list-style-type: none"> See separate Covid risk assessment. 	<ul style="list-style-type: none"> See separate Covid risk assessment. 				