

2020



WOOTTON PARISH COUNCIL COMMUNITY CENTRE RISK ASSESSMENT



3 Longden Close

Haynes

Bedfordshire

MK45 3PJ

Clerk@Wootton-PC.gov.uk

Tel: 07531 930 788

Version History

Version	Reviewed at	Approved at
Version 1.00	Full Council Meeting of Wootton Parish Council on 10 th June 2020	Full Council Meeting of Wootton Parish Council on 10 th June 2020

To be reviewed annually.

Assessed Risk: Community Centre, Harris Way, Wootton, Bedfordshire, MK43 9FZ		Initially Assessed by: Sue Edgar Playford Clerk to the Council and Responsible Financial Officer Subsequent assessments are to be carried out by members of the Charitable Trust	Date: 3 rd March 2020
SEVERITY OF HARM →	NEGLIGIBLE Superficial injuries, minor cuts, and bruises	MODERATE Minor fractures or ill health leading to minor disability	SEVERE Multiple injuries, major fractures, fatalities
LIKELIHOOD OF HARM ↓			
IMPROBABLE	SLIGHT	TOLERABLE	MODERATE
POSSIBLE	TOLERABLE	MODERATE	SUBSTANTIAL
FREQUENT	MODERATE	SUBSTANTIAL	INTOLERABLE

Nature of Hazard?	Who might be harmed and how?	Actions already in place	Further actions required to manage this risk?	Action to be taken by whom?	Further actions by when?	Date completed
Car Park – inadequate/poor maintenance.	General Public (including visitors to/staff of the adjacent lower school), Community Centre Users, Cleaners and	Ensure a periodic inspection of all car park areas owned by Wootton Parish Council and remedial works are carried out in a timely manner.	Wootton Parish Council will undertake checks to the car park areas it owns; The charitable trust should report any car park defects to the parish council at the earliest opportunity	Wootton Parish Council and Charitable Trust.	Ongoing.	

	Members of the Charitable Trust/Wootton Parish Council. Trips and falls.		(those areas it owns). All other areas of car park are the responsibility of Bedford Borough Council.			
Footpaths to exterior of building – inadequate lighting; poor maintenance; windows protruding over footpath; window cleaning.	General Public (including visitors to/staff of the adjacent lower school), Community Centre Users, Cleaners and Members of the Charitable Trust/Wootton Parish Council. Trips and falls.	Ensure lighting defects are remedied at the earliest opportunity. Ensure periodic inspections to all lighting columns are carried out by a suitably qualified contractor. Ensure a periodic inspection of all footpaths and remedial works are carried out in a timely manner.	Wootton Parish Council will undertake checks to the lighting columns. The charitable trust should report any lighting column defects to the parish council at the earliest opportunity. Wootton Parish Council will undertake checks to the footpaths. The charitable trust should report any footpath defects to the parish council at the earliest opportunity.	Wootton Parish Council and Charitable Trust.	Ongoing.	
Entrance Area – wet flooring; unsupervised cleaning items; pushchairs/wheelchairs; damaged/non-working fire equipment; ill-closing doors.	General Public, Community Centre Users, Cleaners and Members of the Charitable Trust/Wootton Parish Council. Trips, slips and falls; Fire Risk; Finger Entrapment.	Ensure warning signs are used during cleaning. Ensure wheelchairs and pushchairs are suitably stored. Ensure doors close in the correct manner.	The charitable trust undertake a separate fire risk assessment – which includes emergency lighting and fire alarm checks.	Charitable Trust.	Ongoing.	

Main Hall and Meeting Room – incorrect moving of heavy items; electrical items; wet flooring; unsupervised cleaning items; pushchairs/wheelchairs; overcrowding; accessible electrical sockets (by children); blocked fire exits (internal and/or external); damaged/non-working fire equipment.	Community Centre Users, Cleaners and Members of the Charitable Trust/Wootton Parish Council. Sprains/strains; Electrical shock; Trips, slips and falls; Fire Risk.	Ensure the trolley/suitable device is used to move heavy items. Provide training if necessary. Ensure warning signs are used during cleaning. Ensure wheelchairs and pushchairs are suitably stored. Ensure fire exits are clear at all times.	The charitable trust should offer training for users of the community centre. The charitable trust undertake a separate fire risk assessment – which includes emergency lighting and fire alarm checks. The charitable trust should consider blocking off electrical sockets to prevent accidental electrocution.	Charitable Trust.	Ongoing.	
Kitchen – hot surfaces; sharp implements; unsupervised cleaning materials; unsecured/unsupervised hot water boilers (especially around children and infirm users); dangling leads; wet flooring; fire risk.	Community Centre Users, Cleaners and Members of the Charitable Trust/Wootton Parish Council. Scalding/burns; Electrical Shock; Trips, slips and falls; poisoning.	Ensure warning signs are used during cleaning. Ensure all leads are securely stored. Ensure any children and infirm users are supervised at all times. Ensure all cleaning materials are securely stored. Ensure only appropriate food items are cooked/prepared on site. Ensure a fire blanket is available at all times.	The charitable trust should undertake periodic inspections and consider a clause in the booking T&C's. The same should apply to ensure only appropriate food items are cooked/prepared on site and the charitable trust should determine whether a food hygiene rating needs to be undertaken.	Charitable Trust.	Ongoing.	
Toilets – wet flooring; cleaning materials.	Community Centre Users, Cleaners and Members of the Charitable	Ensure warning signs are used during cleaning. Ensure all cleaning materials	None.	Cleaning Company.	Ongoing.	

	Trust/Wootton Parish Council. Trips, slips and falls; poisoning.	are securely stored.				
Maintenance – falls from ladders; lone working; electrical appliance examination; incorrect moving of heavy items.	Contractors, Community Centre Users and Members of the Charitable Trust/Wootton Parish Council. Electrical shocks; Trips, slips and falls.	Ensure the trolley/suitable device is used to move heavy items. Provide training if necessary. Ensure all contractors are suitably qualified and hold appropriate, valid, insurances. Determine when it is appropriate for lone working on site.	None.	Wootton Parish Council and Charitable Trust.	Ongoing.	
Storage – badly stacked equipment; incorrect moving of heavy items.	Community Centre Users and Members of the Charitable Trust/Wootton Parish Council. Sprains/strains; Injury from falling items.	Ensure all equipment is appropriately stored/stacked. Ensure the trolley/suitable device is used to move heavy items. Provide training if necessary.	The charitable trust should offer training for users of the community centre.	Wootton Parish Council and Charitable Trust.	Ongoing.	
Plant Room – storage of flammable items.	Contractors, Members of the Charitable Trust/Wootton Parish Council.	Ensure no flammable items are stored and that only authorised personnel have access to the plant room.	None.	Wootton Parish Council and Charitable Trust.	Ongoing.	

	Fire Risk.					
Changing Rooms – wet flooring.	Community Centre Users, Cleaners and Members of the Charitable Trust/Wootton Parish Council. Trips, slips and falls.	Ensure warning signs are used during cleaning. Ensure users take care when flooring is wet through shower use.	None.	Charitable Trust.	Ongoing.	
Water/Shower system. (BOSS Gas-powered, hot water cylinder).	Community Centre Users and Members of the Charitable Trust/Wootton Parish Council. Legionnaires' disease.	Implement a programme of legionnaires' testing. (The clerk will help implement this).	None.	Charitable Trust.	Ongoing.	

The charitable trust undertake a separate fire risk assessment – which includes emergency lighting and fire alarm checks.

In the event of any accidents relating to issues noted above, the charitable trust should maintain an accident book.