

Risk Assessment

Section A: General Details of the Setting

Building and Address:	Levens Institute Adj. to Walnut Tree House Lowgate Levens LA8 8NL		
Name of Persons undertaking Risk Assessment	Alan Miller & Keith Sanders	Risk Assessment carried out on:	Tuesday 21 July 2020
Signatures:			
Manager of Premises:	Levens Institute Committee		
Risk Assessment presented to and agreed with Committee on:	Next meeting		
Planned Review Date:			

It has been agreed that the Risk Assessment for this property will be carried out at least twice a year, or more often should a new hazard be identified between planned assessments.

A copy of this Risk Assessment is given to all users of the Institute and is on display in both the Upper and Lower main rooms.

Section B: Identification of Risks/Hazards

Area	List of Significant Hazards	Type of Harm (including who might be harmed)	Existing Controls	Further Action Point (Reference to Section C Action Plan)	Checked:
1. Entrance Hall	1. Front Door	Children could exit premises straight onto main road	Usage guidance states that door should be kept bolted should activity involving children without their parents be taking place. Bolt is easy to draw back in case of fire	1.1 Bolt running free and easily – continue checking weekly	✓
	2. Covid 19	Illness	Social distancing. Sanitizers entrance and exits. ACRE guidance followed	Use up to date guidance	✓
	3. Stone Steps	Carpet and steps are of a similar colour so users with poor visibility may trip on them	None currently	1.2 Ensure visibility strips are clear and easy to see and replace if necessary	✓
2. Upper Cloakroom Area	1. Chair Storage	Tripping/Falling hazard due to storage of extra chairs in this area	Chairs are carefully stacked facing the wall as there is nowhere else to store them	2.1 No further action required at this time	✓
	2. Ladder Storage	Falling on top of user	Ladders to be secured to pegs using a strap	2.2 No further action required at this time	✓
	3. Ladder use	User access to ladders without knowledge from Committee	Sign is fixed to wall near ladders stating that ladders are to be used by identified personnel only and full risk assessment for use of ladders is also displayed	2.3 No further action required at this time	✓
	4. Disabled toilet – hot water supply	Burning of skin	Water takes a very long time to get hot enough to scald. Warning Hot Water sign is fixed above tap	2.4 No further action required at this time	✓
	5. Wall heater	Burning and fire hazard if covered	Heater has built in safety guard for elements. Sign displayed indicating that the heater may be hot and must	2.5 No further action required at this time	✓

			not be covered at any point		
	6. Main toilets – hot water	Burning of skin	Water takes a very long time to get hot enough to scald Warning Hot Water sign is fixed above tap	2.6 No further action required at this time	✓
	7. Main toilets – hand dryer	Burning of skin	Unit could get hot to touch Warning sign indicating that the unit may get hot	2.7 No further action required at this time	✓
	8. Toilet catches for locks	Sticking of locks whilst user inside cubicle	Locks are checked regularly and kept free and oiled	2.8 Locks to be checked regularly and kept free and oiled	✓
	9. Fire Extinguisher		Last checked September 2014	2.9 No further action required at this time	✓
	10. Stone Steps	Slipping hazard when wet through use	Yellow warning sign has been purchased and is used when necessary	2.10 No further action required at this time	✓
3. Upper Room	1. Fire Extinguisher		Last checked November 2019	3.1 No further action required at this time	✓
	2. Top Store Cupboards	Falling items when opening doors	Groups are all informed of this and only certain groups use these cupboards Notices fixed on inside of doors to remind users to stack items carefully in cupboards	3.2 No further action required at this time	✓
	3. Table storage	Trapping fingers taking them out/putting them back in	Groups are reminded of this through the Risk Assessment Notices fixed on inside of doors to remind users to take extreme care when moving In & out of cupboards	3.3 No further action required at this time	✓
	4. Electricity Meter cupboard	Children could open and have access to	Bolt catch has been added to prevent easy opening	3.4 No further action required at this time	✓
	5. Sound System	Electric shock	PAT tested annually	3.5 PAT tested: Sept 2019	✓

	6. Dehumidifier	Electric shock	PAT tested annually	3.6 PAT tested: Sept 2019	✓
4. Upper Kitchen	1. General concern over ease of access for children	Children	Groups informed in Conditions of Hire that children should not use or enter the kitchen without the supervision of a responsible Adult.	4.1 Notes of use to be checked and updated as necessary	✓
	2. Covid 19	Illness	Social distancing	ACRE guidelines	✓
	3. Electrical Items	All users – electric shock	PAT tested annually	4.2 PAT tested: Sept 2019	✓
	4. Knives	Access to children	Again in notes, children should not have access to kitchen area without supervision	4.3 None needed	✓
	5. Hot Water	Burning of skin	Water takes a very long time to get hot enough to scald Warning Hot Water sign fixed above tap	4.4 No further action required at this time	✓
	6. Fire Blanket	Conforms to regulations and is unused	Check in-date and not been used	4.6 Replace if necessary	✓
	7. Oven	Electrical and burning hazard	PAT tested: Sept 2019	4.7 Annual PAT testing	✓
	8. Water Boiler	Electrical and burning hazard	PAT tested: Sept 2019	4.8 Danger Hot Water signage in place	✓
	9. Cleaning Store	Ease of access and hazard inside	Hook-eye catch attached to keep door closed to prevent too easy access, and all chemicals to be stored safely on shelving	4.3 No further action required at this time	✓
	10. Portable Electric heater	Electric shock	PAT tested annually	4.9 PAT tested: Sept 2019	✓
	11. Henry Hoover	Electric shock	PAT tested annually	4.10 PAT tested: Sept 2019	✓
	12. Fire Extinguisher		Last checked November 2019	4.11 Sign showing extinguisher position	✓

5. Stairs Upper to Lower Hall	1. Table storage	Trapping fingers taking them out/putting them back in	Groups are reminded of this through the Risk Assessment Notices on inside of doors to remind users to take extreme care	Sign on door warning of stairs	✓
	2. Slipping on stairs if wet/damp	Slipping	Yellow warning signs available for display	5.2 No further action required at this time	✓
	3. Stairs	For poor vision users, possibility of tripping/falling	None currently	5.3 Yellow strips to be painted/adhered to edging of steps to ensure high visibility	✓
6. Lower Cloakroom	1. Toilet – Hot Water	Burning of skin	Water takes a very long time to get hot enough to scald Warning Hot Water sign fixed above tap	6.1 No further action required at this time	✓
	2. Toilet – Hand Dryer	Burning of skin	Unit could get hot to touch Warning sign indicating that the unit may get hot	6.2 No further action required at this time	✓
	3. Toilet door bolt	Sticking of locks whilst user inside cubicle	Locks are checked regularly and kept free and oiled	6.3 Locks to be checked regularly and kept free and oiled	✓
	4. Store Room (Toddler group)	Fire Hazard	Toddler Group reminded not to store any flammable material. Locked but key held for Committee to have emergency access if necessary	6.4 Flammable materials are stored in airtight plastic boxes and no materials are stacking up	✓
	5. Kitchen area – electrical items	All users – electric shock	All items are annually PAT tested	6.5 PAT tested Sept 2019	✓
	6. Kitchen area – hot water	Burning of skin	Water takes a very long time to get hot enough to scald Warning Hot Water sign fixed above tap	6.6 No further action required at this time	✓
	7. Fire Extinguisher		Last checked November 2019	6.7 No further action required	✓

				at this time	
7. Lower Room	1. Store Room	Access for children	Hook and eye catch attached to door to prevent easy access for children	7.1 No further action required at this time	✓
	2. 2 Oil filled heaters	Electric shock	PAT tested annually	7.2 PAT tested : Sept 2019	✓
	3. Electricity Meter cupboard	Children could open and have access to	Users need access for electric meter money Bolt catch attached to prevent easy opening	7.3 No further action required at this time	✓
	4. Fire Extinguisher		Last checked November 2019	7.4 No further action required at this time	✓
	5. Sound system	Electric shock	PAT tested annually	7.5 PAT tested: Sept 2019	✓
	6. Dehumidifier	Electric shock	PAT tested annually	7.6 PAT tested: Sept 2019	✓
	7. Fan wall heater	Electric shock	PAT tested annually	7.7 PAT tested: Sept 2019	✓
	8. Rad wall heaters	Electric shock/fire	Switched off and taped	7.8 Not in use	✓
	9. Extension lead in corner	Electric shock	Clipped underneath to electricity cupboard and trailing wires pinned out of way	7.9 PAT tested: Sept 2019	✓
	10. Toaster	Electric shock		7.9a PAT tested: Sept 2019	✓
8. Outside	1. Path at rear	Tripping, debris collection	Cleared regularly and path checked for unsafe paving flags		✓

In addition to the above items, the following items were also discussed/checked:

- Plug socket covers throughout the building when sockets are not in use
- Fire Exit signs need checking to see if they are up to date for H&S law
- Fire Safety Procedures displayed near all fire exits
- Ladder Risk Assessment kept near ladders
- Lone Working Risk Assessment displayed in cleaner's cupboard

C: Action Points Resulting from Risk Assessment carried out:

Area and related notes above	Action required	Completed Please date and initial when completed
Entrance 1.0	1. Social distancing area marked out	
	2. Sanitizers	
Stone steps 2	3. Slipping man notice	
Main Hall 5	4. Sign showing fire extinguisher position	
Stairs 5	5. Danger stairs sign	
Lower Hall 7	6. Sign showing fire extinguisher position	