

**BRADBURY CENTRE
RISK ASSESSMENT**

Project Name/Individuals Name: Bradbury Centre

Carried out by: Angela Dawson

Signature: A Dawson

Date: 1.10.20

TASK	HAZARDS	PERSON AT RISK	CONTROLS IN PLACE	LEVEL OF RISK			CONTROL MEASURES REQUIRED	NEW LEVEL OF RISK			TO BE ACTIONED BY
				High	Med	Low		High	Med	Low	
PERSONAL SAFETY											
Fire	Building catching fire	Everyone in the building	<ul style="list-style-type: none"> Regular fire drills Fire Procedures in place and displayed around building Fire Risk assessment carried out & reviewed annually Fire Marshalls in situ Weekly & Quarterly H&S Checks Fire Safety Training for staff 			✓	<ul style="list-style-type: none"> None 			✓	
Handling Cash at Reception	Theft and safety of staff and volunteers		<ul style="list-style-type: none"> Money to be cashed up and counted in 			✓	<ul style="list-style-type: none"> None 			✓	

			separate area away from public view <ul style="list-style-type: none"> • Never less than 2 staff/ • volunteer ratio at any one time 								
Lone working	Protection from threats of violence from members of the public or worker taken ill.	Staff and volunteers/ anyone working on Customer Services or alone in building generally	<ul style="list-style-type: none"> • Panic Buttons in key areas on ground floor • Procedures in place for lone workers • Staff are aware that there should be 2 people in on any floor at all times 			✓	<ul style="list-style-type: none"> • None 			✓	
Unauthorised Access to building	Personal safety	Everyone in building	<ul style="list-style-type: none"> • Access controlled by customer services • Signage in place to say no unauthorised access • Visitor signing in procedure 			✓	<ul style="list-style-type: none"> • None 			✓	
Electric Shocks	Could be fatal or cause serious injury	Everyone using electrical	<ul style="list-style-type: none"> • Regular Portable Appliance 			✓	<ul style="list-style-type: none"> • None 			✓	

		equipment	Testing <ul style="list-style-type: none"> • Staff are trained to use electrical equipment where necessary • Safe Systems of Work where required 								
BUILDING & SECURITY											
Basement	Unprotected stairs to basement Unlocked doors – unauthorised access Getting locked in basement	Everyone who works/ enters the building	<ul style="list-style-type: none"> • Locked basement doors with keys kept in key cupboard at Customer Services • Signage in place re. lighting and accessibility • Sign saying 'No unauthorised Access' • Staff instructed to take keys with them and not leave in doors while in Basement 			✓ ✓ ✓	<ul style="list-style-type: none"> • None • None • None 			✓ ✓ ✓	
Getting locked in areas of the building	Getting locked in the building overnight on	Anyone working or visiting the	<ul style="list-style-type: none"> • Procedural checks in place for Last 			✓	<ul style="list-style-type: none"> • None 			✓	

	own	building	person(s) leaving the building <ul style="list-style-type: none"> • T Card System shows number of people in or out of building 								
Locking Up	Lone worker locking up as could be vulnerable checking and locking up the building before leaving	Key holders	<ul style="list-style-type: none"> • Procedure in place for locking up. • Organisations policy is that there is never one person left in building – 2 people should always lock up. If 1 person is ever left then they must text someone to let them know they are home safe 			✓	<ul style="list-style-type: none"> • None 			✓	
COSHH	Contamination from unknown chemicals	Staff/ Volunteers and visitors to building	<ul style="list-style-type: none"> • All materials locked in Cleaning Cupboard • Key controlled by Domestic & customer services and kept in key cabinet 			✓	<ul style="list-style-type: none"> • None 			✓	

			<ul style="list-style-type: none"> • COSHH Register in place to control risk 							
COFFEE SHOP (NOT OPEN AT PRESENT BUT MAY STILL BE USED BY CHARITY STAFF)	Trips, Slips and Falls	Everyone using the Coffee Shop	<ul style="list-style-type: none"> • Non slip flooring in place on ramp and behind counter 			✓	<ul style="list-style-type: none"> • None 			✓
	Burns & Scalds	Staff & volunteers	<ul style="list-style-type: none"> • Warning Signage used when appropriate • Training for staff and volunteers 			✓	<ul style="list-style-type: none"> • None 			✓
	Food Hygiene	Staff & volunteers	<ul style="list-style-type: none"> • Training for all staff and volunteers 			✓	<ul style="list-style-type: none"> • None 			✓
	Incorrect usage of equipment	Staff & volunteers	<ul style="list-style-type: none"> • Training & written procedures for staff & volunteers 			✓	<ul style="list-style-type: none"> • None 			✓

Action Plan completed (see over)	Yes		No		Date of Next Review	1.10.22
---	------------	--	-----------	--	----------------------------	----------------

HIGH RISK – REVIEW IMMEDIATELY

MEDIUM RISK – REVIEW ANNUALLY

LOW RISK – REVIEW BI-ANNUALLY