

KPCC Oval Risk Assessment 3

Company name: Kennington Park Community Centre

Assessment carried out by: Joan Twelves

Date review carried out: *May 2022*

Date of next review: *May 2023*

How was the risk assessment done? Joan Twelves followed the advice at www.hse.gov.uk/simple-health-safety/risk/.

To identify the hazards and risks, she looked at the guidance on HSE's web pages

Joan Twelves assessed the building for risks, recorded any further actions required and reported findings to the Board of Trustees by completing this form and submitting it to the Board.

This risk assessment will be reviewed whenever there are any significant changes such as new work equipment, work activities or workers, or significant changes to Covid-19 legislation or guidance. If none, an annual risk assessment will be undertaken on or as close as possible to the one-year anniversary of the previous risk assessment having been completed.

This risk assessment is in two sections: (1) general (2) infection control. (2) replaces the previous separate Covid-19 risk assessment.

(NFA = No further action)

Risk No.	What are the hazards?	Persons at risk	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
1.	Whole Site						
	Security	Staff & Public	Entryphone system and double locks on front door – hirers advised on process and warned not to leave premises unattended or unlocked.				
	Security	Staff & Public	Keyholders employed to open and close Centre for users. Those provided with keys required to sign for them. List kept in office.				
	Security	Staff & Public	CCTV system. Board has nominated responsible persons.	Regular servicing	Hyde/SCCi		
	Obstructed emergency exit doors	Staff & Public	Exit signage in place, stated in conditions of hire document and hirers are reminded not to block doors.	Regular checks	KPCC		
	Fire Fighting Equipment	Staff & Public	Fire extinguishers / blankets checked regularly. Log book.		Hyde/SCCi		
	Fire alarm testing	Staff & Public	Regular testing. Log book.		Hyde/SCCi		
Emergency lighting and exit signs	Staff & Public	Regular testing. Log book.		Hyde/SCCi			
Emergency evacuation procedures	Staff & Public	Signs displayed indicating action to be taken and location of assembly point.					

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	Replacing Strip Light Bulbs	Contractors	Contractor uses appropriate mobile platforms when replacing bulbs.	NFA			
	Injury from moving or handling furniture	Staff & Public	H&S signage, staff receive manual handling training, included in conditions of hire and hirer reminded on day of hire.	NFA			
	Window Blinds	Staff & Public	Safety 'P' clip to all blind chains installed and checked regularly.				
2.	Main Hall						
	Exit doors with external sloped concrete ramp.	Staff & Public	Warning notices placed on relevant doors.	Weekly check smooth opening and closure	KPCC		
	Stage	Public	Staff/volunteers to remind children of trip hazard.	NFA			
	Stacked Chairs	Staff & Public	Chairs to be stacked no more than 5 high.	Signs required	KPCC		
	Storage Cupboards	Staff & Public	Locked when not in use. Responsibility of hirer.	Regular check of contents and safe storage	KPCC		
	Use of electrical equipment.	Staff / Contractors	Contractors for maintenance & functions to provide evidence of valid PAT. User instructions available in office.	PAT testing	KPCC Hyde		
3.	Meeting Rooms						
	Moving Furniture	Staff & Public	All staff / hirers are advised on moving/handling requirements (including	NFA			

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			requirement not to stack chairs over 5 high and how to use table levers).				
	Community Room - Fire exit, sloped concrete exit.	Staff & Public	Warning notices placed on relevant doors.	Weekly check smooth opening and closure	KPCC		
	Coded digital door locks	Public	Hirers advised of codes and how to use locks				
4.	Office						
	Office Equipment	Staff	Work station desk assessment to be completed by staff before using.	NFA			
		Staff	All fixed electrical equipment subject to ongoing checks and servicing / PAT.	PAT test due	KPCC		
		Staff	Check floor area for equipment /boxes to ensure free movement without trip hazards.				
		Staff	Security - Digital code door lock and CCTV camera	NFA			
5.	Foyer and corridor						
	Hydraulic door hinges (on top edge of doors)	Staff & Public	Hydraulic door hinges are checked regularly on all doors.	Regular checks			
6.	Toilets						

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	Safe disposal of nappies/sanitary products	Staff & Public	Sanitary bins provided and emptied regularly.	Monthly	Contractor via GreenZone		
	Water from taps	Staff & Public	Toilets checked regularly when venue in use to ensure water spillages are mopped up.	NFA			
7.	Kitchen						
	Children entering kitchen	Children	Hirers to supervise children at all times.	NFA			
	Waste bins attract rodents	Staff & Public	Lids to be closed and bins emptied by hirer after use.	Additional signs required	KPCC		
	Fridge	Staff & Public	All products to be cleared out weekly and fridge cleaned. Warning sign.	Monitor			
	Hot water burns from taps	Staff/ volunteers	Warning Signs above sinks. Hot water tank /pipes tested weekly during weekly water monitoring checks.	NFA			
	Fire caused by cooker and other appliances	Staff & Public	Hirer may only use cooker with advanced written permission and must clean after use. Fire procedures advised to all hirers; fire evacuation procedure displayed, & instruction on safe use of appliances on date of hire.	(in FAQ on website) Add to conditions of hire	KPCC		
		Staff & Public	Hazard notice placed by cooking appliances.	NFA	Hyde/SCCi		

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			Fire extinguisher in place & checked regularly Hirers advised location of first aid kit. Hirers reminded to complete first aid book and accident form if an accident occurs.				
	Scalds from hot water dispenser	Staff & Public	Hazard notice placed on machine. Hirers advised location of first aid kit.	NFA			
	Use of portable electrical equipment (Microwave / kettle etc)	Staff & Public	Annual schedule of PAT testing for all portable appliances to be implemented and recorded in H&S File. Hirers given instruction, where necessary.	PAT testing	KPCC		
	Water from taps / other sources	Staff & users	Any water spillage to be mopped up immediately. Mop provided.	NFA			
8.	Cleaner's Cupboard						
	Cleaning Products	Staff	All chemicals are locked in specific secure lock up – no access to public. Staff advise hirers that cleaning supplies for their use are in the kitchen. Covered by COSHH assessment and staff using made aware of substances & safe handling practices/usage and how to deal with health issues arising from usage.	NFA Products under review			
9.	Electric / Gas / Water						
	Electrical	Staff & Volunteers	Newly appointed staff & volunteers to be advised who to contact if a problem arises.	NFA			

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			Electrical circuit testing to be carried out in line with current legislative requirements.		Hyde		
			No inflammable items to be kept in electrics cupboard.		KPCC		
	Heating System	Staff & Volunteers	Training for appropriate staff on safe operation of equipment. Individual radiator valves to be checked before and after every booking to check temperature and ensure no wastage	NFA			
	Gas Boiler & Carbon Monoxide (in the office)	Staff & Public	Carbon Monoxide tester in place and checked working regularly. Replace battery annually.		Hyde/T Brown		
Annual Boiler Servicing and Annual Gas Safety Certificate obtained.				Hyde/T Brown			
No inflammable items to be kept in boiler cupboard.				KPCC			
	Water – Legionnaire's Disease	Staff & Public	Regularly run taps to clear pipes	Run taps before reopening			
	Ozone generators	Staff & Public	Warning signs in place. Timer set when in use.	Regular checks	KPCC		
10.	Outside Area						
	Waste bins – possible fire hazard	Staff & Public	Regularly emptied. Hirers advised to take refuse to estate bins.	N/A			
	Cigarettes discarded close to building.	Staff & Public	No smoking signs in place. Bins provided in courtyard.	NFA			

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	Bouncy castles and BBQ equipment	Staff & Public	Written permission and insurance required. Inflatables indoors only.				

Infection Control: Covid-19

What are the hazards?	Who might be harmed and how?	Controls	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
1. Getting or spreading Covid-19	Everyone	All hirers to be asked to comply with the Centre's Additional Health and Safety Requirements as part of Conditions of Hire. Bookings only accepted in line with Government's guidelines and the policy of the Board of Trustees at any time.	Contact Public Health Lambeth if in doubt of how to interpret the Guidelines or need additional advice	KPCC	
2. Getting or spreading Covid-19 by not washing hands or not washing them adequately	Everyone	Water, soap and drying facilities provided in toilets and kitchen. Outside sink. Signs on how to wash hands properly Hand sanitiser stations provided Require all hirers and users to comply with hand washing requirements as part of Conditions of Hire.	Check and maintain supplies	KPCC	

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3. Getting or spreading Covid-19 by not social distancing	Everyone	<p>The capacity of rooms to be closely monitored and reduced to ensure social distancing. Main Hall capacity: max 60, 20 if exercise carried out. Community Room capacity: max 10. Outside courtyard: max 30.</p> <p>Small meeting room not available for hire. Capacity: max 4</p> <p>Provide appropriate signage</p> <p>Only permit one group to use the Centre at a time</p> <p>Recommend that staff, contractors and users wear face coverings indoors if crowded, unless covered by a 'reasonable excuse'</p>	<p>Signage re ventilation in Main Hall and Community Room – keep fire exit doors open – and then remember to close when leaving</p> <p>Signage</p>	KPC	

What are the hazards?	Who might be harmed and how?	Controls	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
4. Getting or spreading Covid-19 by not cleaning surfaces, equipment and workstations	Everyone	<p>Identify</p> <ul style="list-style-type: none"> • surfaces that are frequently touched by many people (eg. door handles, shared equipment, etc) • where you can reduce the contact of people with surfaces, eg by leaving open doors • what cleaning products are needed (eg surface wipes, detergents and water etc) and where they should be used. <p>Specify frequency and level of cleaning</p> <p>Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects</p> <p>Empty bins more often</p> <p>Require all hirers to clean after use and before departure, including wiping down all chairs and tables used</p> <p>Consider a deep clean if there is an outbreak of Covid-19</p>	<p>Provide range of cleaning materials for hirers to use.</p> <p>Hirers to be responsible for wiping surfaces, chairs, tables, before and after use.</p> <p>Everyone to be reminded to keep lids on bins.</p>		

What are the hazards?	Who might be harmed and how?	Controls	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
5. Poor ventilation leading to high risk of Covid-19 spreading		Leave windows and doors open when occupied, including exit doors in Main Hall and Community Room	Signage re ventilation in Main Hall and Community Room – keep fire exit doors open – and then remember to close when leaving	KPCC	
6. Symptoms of Covid-19		If anyone shows symptoms of Covid they will be asked to go home, get a test and isolate if positive. Children will be kept separate from others until a parent/carer arrives to take them home.			