

Wilton Community Centre, West Street, Wilton SP2 0DG

RISK ASSESSMENT

DURING COVID 19 PANDEMIC, PLEASE SEE ALSO 'COVID 19 RISK ASSESSMENT'

- **Wilton Community Centre Management take care to try to ensure the safety of all users of the centre however, all users are responsible for their own Health & Safety.**
- **First Aid boxes kept in Kitchen, on shelf in main corridor and in kitchenette between rooms 3 & 4**
- **Accident Forms are kept on shelf in main corridor**

Hazard	Who might be harmed and how?	What are you already doing?	Further action required	Date completed
Slips, trips and falls	Users eg: a slip in the car park; trip on step in rooms 2 and 3	<ul style="list-style-type: none"> • Car park surface monitored • Parking spaces for those with disabilities located close to entrance • When car park surface is icy, we endeavour to spread salt on surfaces leading into both entrances • Good lighting in car park as well as all rooms and corridors inside • Mats at entrances to reduce rainwater and debris being carried in • No storage in corridors • No trailing cables • Floor cleaning done while room not in use • 'Mind the step' signs on doors and hazard warning tape on steps in rooms 2 and 3 • Carpet is a contrasting colour on slopes in corridor 		

Hazard	Who might be harmed and how?	What are you already doing?	Further action required	Date completed
Work at height Eg: cleaning ceiling fans, upper levels of kitchen, windows etc	Anyone could suffer injury if falling from height	<ul style="list-style-type: none"> • Users not required to work at height • Extra long vacuum cleaner hose provided to Caretaker • All higher level cleaning and maintenance is contracted to a company which meets the appropriate H&S legal requirements • Ladders kept in locked Boiler Room 		
Hazardous substances eg: cleaning products	Some products could lead to injury or health problems if not handled correctly	<ul style="list-style-type: none"> • Caretaker keeps all cleaning materials locked in Caretaker's Store; access only by Caretaker and Trustees. 		
Electricity	Anyone could suffer electric shock or burns from faulty electrical equipment	<ul style="list-style-type: none"> • Electrical equipment installed, repaired and regularly inspected by qualified electrician • PAT testing of all portable equipment - every 2 years 		

Hazard	Who might be harmed and how?	What are you already doing?	Further action required	Date completed
Manual Handling eg: chairs, tables	Users could suffer injury if carrying large tables, stacks of chairs etc	<ul style="list-style-type: none"> • Tables stored on trolleys, which can be manoeuvred into place • Trolley provided to manoeuvre chairs into place • Users responsible for their own H&S 		
Fire	Anyone could suffer burns or smoke inhalation	<ul style="list-style-type: none"> • Illuminated Fire Exit signs throughout building to direct people to Fire Exits - tested monthly • Fire Action Notices in each room • Fire Break Glass points throughout building - tested weekly • Fire Alarm serviced six-monthly • Clear signage leading to and at Fire Assembly Points • Fire door installed into Room 3 • Ramp provided to expedite wheelchair exit from Room 3 • Fire Extinguishers provided throughout - inspected annually 		

Hazard	Who might be harmed and how?	What are you already doing?	Further action required	Date completed
		<ul style="list-style-type: none"> Heat and smoke sensors throughout the building - tested six-monthly 		
Lone Working	Caretaker and other contractors	<ul style="list-style-type: none"> Caretaker is required to always have a phone with her All contractors are responsible for their own Health & Safety 		

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Coronavirus outbreak March 2020	<ul style="list-style-type: none"> • Risk of spread of infectious disease, which is potentially very harmful to elderly and those with chronic illness • Building is usually empty so increased security risk. • Any problems with the building may be unobserved for several hours or days. 	<ul style="list-style-type: none"> • See separate 'Covid 19 Risk Assessment', 'Covid Secure Guidelines', 'Special Terms and Conditions of Hire' - all adopted and used during short period of opening in October 2020 and will be used again when Centre re-opens. • Building closed during Lockdown and Tiers 3 & 4. • Otherwise, advised group organisers that it is their responsibility to either continue or cancel their sessions. All groups require to do their own RA and send a copy to Management • Group leaders required to sign to confirm they have read and agree to abide by Covid Secure Guidelines • Trustees and Managers will discuss re-opening, when regulations allow. 		

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		<ul style="list-style-type: none"> • Windows are closed although kitchen window locked ajar to allow airflow. • Electrical appliances unplugged and power points switched off. • Only boiler related power remains on, to allow for boiler to run 'frost' setting. • Caretaker visiting building regularly 		

Risk Assessment completed: 17 February 2021 by Charlotte Blackman
Updated: 17 February 2021 by Charlotte Blackman
Review due: 16 February 2022, or sooner, depending on Covid regulations