

Risk assessment – Sprowston Diamond Centre

Company name: Sprowston Town Council

Assessment carried out by: G Ranaweera

Date of next review: 2021-07-10

Date assessment was carried out: 2020-07-10

What are the hazards?	Who might be harmed and how?	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
Fire	Users, staff (including building supervisor and caretakers) trapped in building could suffer injury or death.	<ul style="list-style-type: none"> • Extinguishers and firefighting equipment in place and regularly checked • Provision and regular maintenance of fire alarm system. • Premises • users supplied with fire evacuation information. • Fire warning and exits signage installed. 	Review FIRE RISK ASSESSMENT, Regulatory Reform (Fire Safety) Order 2005 Risk assessment	Town Clerk	Aug 2020	Y
Gas Safety	Staff or contractors in plant room, or users close to plant room could suffer Carbon Monoxide poisoning.	<ul style="list-style-type: none"> • Annual Gas boiler servicing and safety check • Boilers located in well ventilated external plant room, so risk of harm is low 	None	n/a	n/a	

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Trips / Slips	Staff and users may be injured if they trip on obstructions or slip on spillages	<ul style="list-style-type: none"> • Corridors and routes are kept free of obstructions • Storage in designated storage areas only • Staff not to leave equipment or deliveries unattended on floor • Users supplied with paper towels to mop up spillages • Staff will mop up spillages as spotted or notified by users • Good visibility maintained by replacing faulty bulbs • Accident book 	None	n/a	n/a	
Electrical equipment	Staff and users could get electrical shocks or burns from using faulty Electrical equipment. Electrical faults could also lead to fire.	<ul style="list-style-type: none"> • Staff check leads before each hire and report any defective plugs, discoloured sockets or damaged cables/equipment. • Defective equipment is removed and replaced promptly. • Users told not to bring in their own appliances, toasters, fans etc (limited to music devices). • Annual PAT testing 	None	n/a	n/a	

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Manual handling of furniture and equipment	Staff and users are at risk injury from moving furniture and handling heavy objects, e.g. deliveries of water containers	<ul style="list-style-type: none"> • Furniture is set up for users before session begins, therefore users should not themselves need to move furniture. • Users told to ask caretaking staff if furniture needs to be moved. • Staff received manual handling training • Trolley to be used to transport heavy deliveries • Accident book 	Ensure staff training up to date.	Town Clerk / Heritage	Sep 2020	
Cleaning / Use of Chemicals	Staff and users exposed to irritants, or otherwise toxic or dangerous chemicals. Surfaces not cleaned thoroughly if incorrect chemicals used.	<ul style="list-style-type: none"> • Building Services company (Heritage) have cleaning risk assessments and staff training in place. • Staff not to use commercial cleaning products and chemicals unless in possession of correct trained and PPE. • Chemicals and cleaning supplies to be stored securely. 	Check Heritage training and Risk Assessments in place	Town Clerk	Sep 2020	
Lone working	Staff could suffer injury or sudden illness whilst alone in the centre	<ul style="list-style-type: none"> • STC staff report back to office if visiting the centre when it is closed. 	Check Heritage Lone Working mitigation measures in place	Town Clerk	Sep 2020	Y

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		<ul style="list-style-type: none"> Heritage staff at all times have a duty supervisor emergency contact number and own lone working policy 				
Legionella	Staff and users	Heritage conduct monthly running of taps, showers and flushing of toilets and urinals to prevent development of Legionella bacteria, and keep written record	None	n/a	n/a	
Anti-Social / criminal behaviour	Staff and users subjected to threats, intimidation, harassment, violence, etc Staff, users and building suffer theft.	<ul style="list-style-type: none"> Hire agreement makes clear unacceptable behaviour will not be tolerated. Staff report incidents to Town Clerk, or to Police if immediate threat. External doors are locked when there are no bookings. Individual rooms are locked when not in use. 	Consider installation of CCTV	Town Clerk	On-going monitoring. Decision to be made if situation deteriorates	
COVID-19 Infection – general use	Staff and users contract COVID-19	<ul style="list-style-type: none"> Divide building into separate ‘zones’, each with independent access and toilets. Notification signage put up. 	Monitor building usage and user feedback	Town Clerk / Heritage	On going	

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		<ul style="list-style-type: none"> • Stagger start times for each zone to allow groups to leave and arrive without crossing and conduction extra cleaning in between hirers. • Hirers will be instructed to manage the arrival and departure of attendees in an orderly fashion that minimises contact or crowding. • Cease hire of smaller rooms where effective social distancing not possible. • Do not hire rooms where independent access not possible at required time. • Review room capacity in light of social distancing rules. • Allow sufficient time between bookings for all users to leave room and caretaker to disinfect all touch surfaces. • Install COVID-19 hand washing and social distancing reminder signs in prominent locations • Advise hirers of new protocols at time of booking and ask them to inform their 				

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		<p>attendees of these. A detailed guidance sheet will be issued to all hirers.</p> <ul style="list-style-type: none"> • Install >60% alcohol-based hand sanitiser dispensers at key points throughout building + signage. • Non-essential rooms (kitchens and changing rooms) to be locked off and water dispensers removed. Users to be advised to bring own water and not to eat on premises. • Non-fire doors to be propped open where safe to do so in order to reduce contact with surfaces. • Hirer organisers to be required to keep contact details of their clients for 21 days (track and trace). <ul style="list-style-type: none"> • Heritage have own Risk Assessment/method statement in place for COVID-secure cleaning 	<p>Check Heritage Risk Assessment / method statement in place</p>	<p>Town Clerk / Heritage</p>	<p>20th July 2020</p>	<p>Y</p>

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<p>COVID-19 Infection – Dance, exercise, fitness, sports users</p>	<p>Staff and users contract COVID-19</p>	<p>As per “General use”, plus the following:</p> <ul style="list-style-type: none"> • Close changing rooms and showers; users to arrive in sports/activity kit and go home to change/shower. • Hirers will be asked to ensure that steps are taken to avoid people needing to unduly raise their voices to each other. This includes - but is not limited to - refraining from playing music or broadcasts that may encourage shouting, including if played at a volume that makes normal conversation difficult. • User of the Beryl Reed sports hall will be required to enter through the rear car park door and exit through one of the fire exits directly from the sports hall. Cones to be put out to prevent parking near fire exit and create more space for waiting. • Hirers will be asked to ensure that parents dropping off young children do not wait in the building or leave siblings in the building. Hirers will be required to 	<p>None</p>	<p>Town Clerk to implement. Heritage to support.</p>	<p>20th July 2020</p>	<p>Y</p>

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		<p>organise a 'child collection' system outside the exit.</p> <ul style="list-style-type: none"> • Hirers will be advised of the new socially distant maximum occupancy levels • Hirers will be asked to suspend or modify activities that are not permitted or cannot be undertaken without contravening social distancing guidelines. 				

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/