

<b>Risk</b>	<b>Classrooms and other indoor venues</b>
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What are the hazards?	Who might be harmed and how?	What are you already doing (existing Control Measures)?	Do you need to do anything else to manage this risk (Additional Control Measures)?	Action by whom?	Action by when?	Done
Slips and trips in various venues	Staff and customers	Cleaning regime in place  Cleaning staff trained to use correct regime.  Visual check. Spills cleaned up immediately		Cleaning Staff/Site team  Community staff/Hirers		Ongoing
Electrical shocks and Fire danger	Staff and customers	No trailing leads/cables. PAT regime in place and maintained.  Fire equipment and systems tested and inspected.  Mains electrical cupboard, kept locked.		Site team, Community staff/Hirers  Site Team  Site Team		Ongoing
Low or high temperatures	Staff and customers	Adequate means of heating and ventilation  Use of air conditioning in IT Suites	Open windows when required and to allow cooling.	Community staff/Hirers		Ongoing

## Site Name : Wyvern Community Enterprise

Date: July 2024

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Moving and handling equipment	Staff and customers	Hirers responsible to set up equipment themselves. Shown correct procedure on induction.		Community staff/Hirers		Ongoing
Poor lighting/glare	Staff and customers	Adequate lighting  Adjustable blinds or solar film to reduce glare and reflection.  Regularly maintained		Community Staff/Hirers  Site Team		Ongoing
Unsafe equipment or inappropriate use of equipment	Staff and customers	Shelving, classroom fittings and displays fixed securely and well maintained	Maintenance ticket system in place for any maintenance issues  Noise levels to be monitored in Music rooms	Community Staff/Site Team		
Burning or scalding from cookers/hotplates/hot water boiler	Staff and customers	Supervisory presence in kitchen areas during cooking.		Hirers		

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		Hot water temperatures monitored regularly		Site Team		Ongoing
Hazardous substances in kitchen areas	Staff and customers	COSHH assessments for all hazardous substances	Appropriate Health and Safety Notices	Community Staff/Cleaning Supervisor		Ongoing
Poor hygiene and general cleaning in food preparation areas	Staff and customers	Users to have an appropriate food hygiene qualification		Community Staff		
Inappropriate use of Internet	Customers	Follow internet use policy		Community Staff		

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Cleaning	Customers, staff and students	Cleaning regime is in place in line with	<p>Cleaning schedule implemented throughout the site, ensuring that contact points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</p>	Site Team/Cleaning Team	Ongoing/daily	

Risk Assessor	 Signature:	Date 18.7.24
Responsible Manager	 Signature:	Date 18.7.24

**Site Name : Wyvern Community Enterprise**

**Date: July 2024**

<b>Role</b>	<b>Signature</b>	<b>Date Reviewed</b>
Risk Assessor		
Responsible Manager		
Risk Assessor		
Responsible Manager		

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**Action Plan for Risk Assessment**

Action Plan to be completed based on the findings of the risk assessment. The following actions are to be undertaken to reduce the risk level as far as reasonably practical and to ensure that all of the standard controls and local arrangements are in place.

No	Hazard not fully controlled	Performance Status	Action required	Person Responsible	Target Date	Date of Completion
		Imminent				
		High				
		Medium				
		Low				
Very low						
1.						
2.						
3.						
4.						
5.						
Responsible Manager			Signature		Date	