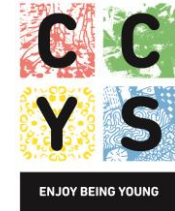
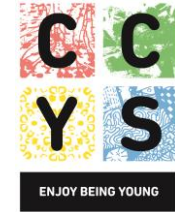


Where the Hazard exists (room, area)	Identify the Hazard	Who is affected	Risk Factor	Control Measures
Main hall, lounge and outside, studio, art room, corridors, kitchen	<ul style="list-style-type: none"> Personal injury caused by young people 	<ul style="list-style-type: none"> Young people Staff and volunteers Hirers Maintenance staff 	<ul style="list-style-type: none"> Playfighting Boisterous behaviour Running inside building Bullying 	<ul style="list-style-type: none"> All staff and YP to be aware of what is deemed acceptable behaviour All staff to risk assess areas before sessions for trip or slip hazards Encourage YP participation in activities to reduce opportunity for misbehaviour Staff to challenge YP for unacceptable behaviour All staff to be made aware of centres 'Emergency Action Plan' First aid kit to be accessible at all times All staff to complete all online health and safety training
	<ul style="list-style-type: none"> Strain caused by lifting (eg. moving pool tables or sofas) 	<ul style="list-style-type: none"> Young people Staff and volunteers Hirers Maintenance staff 	<ul style="list-style-type: none"> Moving furniture 	<ul style="list-style-type: none"> All staff to be trained in correct manual handling and lifting techniques All staff to supervise YP when moving furniture and other heavy equipment All staff to complete all online health and safety training
	<ul style="list-style-type: none"> Fire (see separate Fire Risk Assessment for further details) 	<ul style="list-style-type: none"> Young people Staff and volunteers Hirers Maintenance staff 	<ul style="list-style-type: none"> YP smoking too close to building Cooking Barbeque Faulty electrical equipment 	<ul style="list-style-type: none"> Fire drill to be conducted on a termly basis All staff to be made aware of centres 'Emergency Action Plan' Safe Smoking in designated areas only All staff to complete all online health and safety training Electrical equipment and wiring to be checked visually before use and through annual PAT testing



Where the Hazard exists (room, area)	Identify the Hazard	Who is affected	Risk Factor	Control Measures
	<ul style="list-style-type: none"> Electrocution 	<ul style="list-style-type: none"> Young people Staff and volunteers Hirers Maintenance staff 	<ul style="list-style-type: none"> Preparing equipment for use with or by young people Faulty equipment 	<ul style="list-style-type: none"> Electrical equipment and wiring to be checked visually before use and through annual PAT testing Staff to supervise the installation and moving of electrical equipment Any items with damaged or frayed cables to be removed from use immediately Only staff allowed to access the 'Electrical Cupboard' All staff to complete all online health and safety training
	<ul style="list-style-type: none"> Injury caused by falling or tripping 	<ul style="list-style-type: none"> Young people Staff and volunteers Hirers Maintenance staff 	<ul style="list-style-type: none"> Climbing on top of storage cupboards Standing on chairs or tables Standing on the stage blocks 	<ul style="list-style-type: none"> Staff to supervise YP at all times Staff to challenge horseplay or inappropriate use of furniture or stage All staff to complete all online health and safety training Gangways and the kitchen should be kept clear of furniture, cables, or boxes and floor surfaces kept free of hazards
	<ul style="list-style-type: none"> Injury caused by slipping 	<ul style="list-style-type: none"> Young people Staff and volunteers Hirers Maintenance staff 	<ul style="list-style-type: none"> Slippery floor surface Spillages Wet floor 	<ul style="list-style-type: none"> Staff and volunteers to clean any spillages immediately Wet floor sign used as appropriate or access to area to be restricted Cleaner to sweep and mop kitchen floor regularly All flooring should be anti-slip material All staff to have completed all online health and safety training



Where the Hazard exists (room, area)	Identify the Hazard	Who is affected	Risk Factor	Control Measures
	<ul style="list-style-type: none"> Injury caused by equipment, utensils or cleaning products 	<ul style="list-style-type: none"> Young people Staff and volunteers Hirers Maintenance staff 	<ul style="list-style-type: none"> Poisoning Eye contamination Skin irritation Knife cuts 	<ul style="list-style-type: none"> All cleaning products are to be stored in a locked cupboard All sharp utensils to be stored in a locked cupboard Staff to supervise YP at all times when using equipment, utensils or cleaning products First Aid kits and signs to be displayed and maintained in a prominent area
	<ul style="list-style-type: none"> All wall fixtures 	<ul style="list-style-type: none"> Young people Staff and volunteers Hirers Maintenance staff 	<ul style="list-style-type: none"> Injury from walking into drawers or cupboard doors Cupboards or displays coming away from the wall 	<ul style="list-style-type: none"> Check that cupboards and displays are secure by pulling with reasonable force, any concerns are to be reported immediately to your line manager All drawers and cupboards are to be shut when not being accessed.
Outside football / basketball courts and sports equipment	<ul style="list-style-type: none"> Injury caused by trips and falls 	<ul style="list-style-type: none"> Young people Staff and volunteers Hirers Maintenance staff 	<ul style="list-style-type: none"> YP running around Horseplay 	<ul style="list-style-type: none"> Staff to supervise and risk assess sporting activities at all times
	<ul style="list-style-type: none"> Injury caused by sporting equipment 	<ul style="list-style-type: none"> Young people Staff and volunteers Hirers Maintenance staff 	<ul style="list-style-type: none"> Sports equipment left out after sessions Poorly maintained equipment Horseplay 	<ul style="list-style-type: none"> Ensure YP have appropriate footwear and clothing for the activity Staff to supervise sporting activities at all times Equipment to be maintained to a high standard and replaced or removed if necessary and reported to centre manager Sports equipment to be put away when not in use