



## RISK ASSESSMENT

Address: 33 Shepherd St, Preston, PR1 3YD	
Date of assessment: 1 <sup>st</sup> August 2023	Review date: 31 <sup>st</sup> August 2024
Area Assessed: All parts of Premises	Work Activities: Education & Training
Completed and signed by Health and Safety representative:  <b>Name: Steve Egan</b> <b>Signature: S.Egan</b>	<b>Signed by relevant manager (s)</b>  <b>Name: Anita McGreevy</b> <b>Signature: AMcGreevy</b>
Number of staff based at the centre Volunteers Learners	17 3 40
Approximate number of visitors per day	10



## RISK ASSESSMENT

	Y/N	Hazard effect	People at risk	Existing control measures	Future control measures and review date (if applicable)
Are all notices displayed: <ul style="list-style-type: none"> <li>• Fire related signs i.e. fire exits</li> <li>• Health and Safety Law Poster or leaflet</li> <li>• Employers Liability Certificate</li> </ul> Are they still relevant and accurate?	Y	Lack of clarity can cause confusion in the event of an emergency	ALL	Health and Safety Induction Staff vigilant to ensure all information is in place and up to date. Regular checks to ensure all is in place and correct.	
Are there provisions in place for temporary staff to be aware of basic safety procedures?	Y	New to premises and not aware of safety procedures	Temporary Staff	All staff, including Temporary undergo full Health and Safety Induction	
Do managers have a record of who has completed the VDU Training?	Y	Staff not aware of appropriate use of VDU / Workstations causing risk to health	ALL	VDU Training part of induction	
Are there arrangements for reporting defects in equipment, machinery or electrical systems?	Y	Faulty Equipment can harm staff, trainees, volunteers and guests/visitors	ALL	All staff encouraged to be vigilante, carry out checks before using any equipment. H&S rep or someone designated carries out monthly checks using H&S memoire. Any defects reported and appropriate action taken.	

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<p>Is there any equipment or machinery with moving or dangerous parts?</p> <p><b>If Yes, Answer the following:</b> Are adequate instructions on display or has training been given to machinery operators?</p> <p>Machinery maintenance logs up to date?</p>	Y	<p>Cooker with Electric Hob; Hob can be hot and dangerous if touched.</p> <p>Sharp Knives for cooking Knives can be dangerous if not used correctly</p>	ALL	<p>Cooker is turned off when not in use. When in use area is always supervised. Sign in place warning not to touch the cooker top at any time. Knives are kept in a locked area when not in use. When in use they are only used either by the member of staff or if by a student only after relevant instruction and under supervision. When not in use Knives are never to be left out. Sign in place to remind staff.</p>	
Maintain and test Fixed Electrical Installation at least every 5 years?	N Y	Responsibility of landlord. If not checked risk of fire and electric shock	ALL	<p>Recent check carried out. Landlord to be reminded of Electrical Testing every 5 years</p>	Next test due 2027
<p><b>Floor Assessment</b> Is the surface of floors free from holes, slopes or uneven or slippery surface which is likely to cause a person to slip, trip or fall?</p> <p>Are there any torn floor coverings that can be a hazard? Roof leaks causing wet, slippy patches.</p> <p>Are there no leads, wires or telephone cables trailing across floors?</p>	N N Y	Trip or fall can result in injury	ALL	<p>Floor is free from holes. Entrance to central area has slope. Sign in place to warn of wet floor. Wet patch mopped immediately. All cables have cover placed over them to prevent tripping</p>	Fix holes in roof Ongoing
<p><b>House Keeping</b> Are transparent doors and windows marked as such?</p> <p>Can the windows open safely?</p>	NA Y	<p>Lack of fresh air supply can affect health of all occupants. Removes potential alternative escape route in the event of fire</p>	ALL	<p>Checked on daily basis throughout summer. Monthly basis throughout colder times</p>	



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Is there a no smoking policy in the workplace in conjunction with the smoking ban law?	Y	Smoking on premises is a fire hazard and is illegal in conjunction with the smoking ban.	ALL	Premises are patrolled regularly, and signs exhibited in key places. All staff and trainees informed of rules at induction. CCTV in operation and is checked when appropriate.	
Are waste bins and rubbish collected and disposed regularly?	Y	Waste poses a health risk when present in premises for longer periods. Risk of fire if contains combustible materials	ALL	All staff responsible for cleaning own working areas including bins and rubbish are collected and disposed of on a regular basis. Site supervisor employed with specific responsibility for waste removal Large bin has been contracted with weekly collection Stored in external space.	
<b>Temperature</b> Is the temperature in the workrooms at least 16 degree Celsius, (13 degree Celsius if work requires physical activity)	Y	Working below recommended minimum temperature poses health risks to all occupants	ALL	Premises and temperature is monitored daily. Warehouse is cold but no activity takes place there Heaters available if needed.	
<b>Lighting</b> Do offices and stairs have suitable lighting?	Y	Working below recommended minimum lighting poses health risks to all occupants	ALL	Lighting fittings installed are to required specification	
<b>Welfare Facilities</b> Is drinking water provided either through a tap from a mains supply or in containers?  Are there suitable and sufficient sanitary conveniences and washing facilities provided?	Y  Y	Lack of drinking water poses health risks to all occupants  Lack of sufficient sanitary conveniences and washing facilities poses health risks to all occupants. Risk of legionnaire disease	ALL  ALL	Sufficient sanitary conveniences and washing facilities are provided as per guidelines  All taps are run thoroughly on a weekly basis.	

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	Y/N	Hazard effect	People at risk	Existing control measures	Future control measures and review date (if applicable)
<b>Noise</b> Are there any areas especially noisy? If yes, what arrangements exist to protect workers in those areas?	N	Noise pollution above recommended levels poses health risks to all occupants	ALL		
<b>Ventilation</b> Is there adequate ventilation?	Y	Working in poorly ventilated premises poses health risks to all occupants		Adequate ventilation is present especially in the summer- and fans available if needed	
Are any staff members required to do any lifting, lowering, pushing or pulling? <b>If yes:</b> What provisions exist to ensure Line managers carry Manual Handling Risk Assessment for the staff member.	Y- occasionally	Lifting, lowering, pushing or pulling in a non appropriate manner can cause injury	Staff	All staff complete manual handling training Line managers instruct verbally all staff prior to action When Manual Handling Risk assessment is needed this is carried out by line managers prior to delegation of such work	
<b>Security of staff</b> Do you have any offices in which people can walk in without any check whatsoever?  If yes: Have you considered use of entry phones or combination locks which prevent unauthorised entry?	N	Unauthorised entry can put all occupants at risk	ALL	Receptionist in place to control entry. Fob system introduced for additional security. Additional locks have been fitted to internal doors When areas are unoccupied they are locked to prevent unauthorised access. Learning area for vulnerable groups is protected Site supervisor carries out regular patrols to ensure only authorised persons are on the premises All staff are reminded to be vigilant	



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	Y/N	Hazard effect	People at risk	Existing control measures	Future control measures and review date (if applicable)
Is there a procedure in place to make staff clear that there is no expectation whatsoever from staff that they should take any risk in defending CWP property?	Y	CWP staff can be put in harm when defending CWP property	Staff	Staff informed at Induction and at team meetings and in Staff handbook Behaviour management policy is in place and reviewed annually	
Are there risk control measures in place for the likelihood of violent and abuse behaviour occurring whilst at work?	Y	Violence and abuse behaviour put all occupants at risk of harm	ALL	As above Staff trained in place to deal with difficult situations with a defuse don't confront approach. All staff are made aware that if in any doubt they must call the police CCTV fitted throughout the centre	
Are there adequate security measures if large sums of cash are kept on the premises?	Y	Large sums of cash attract theft	All	Maximum petty cash £50. Kept in locked drawer in room that is locked if ever unoccupied. Payment of expenses to trainees is prepared in advance to avoid highlighting location of tin	
<b>COSHH</b> Are there any hazardous substances such as adhesive, paints, cleaning agents, fumes from soldering and welding that could harm staff members?  <b>If yes:</b> Are the substances kept in a metal cabinet?	Y	Hazardous substances can cause harm	ALL	All substances are kept in cleaning cupboard that is locked when not in use. All staff receive training in COSHH	
Are there provisions in place to monitor that staff are aware of Fire Safety?	Y	Lack of fire safety knowledge amongst staff can result in taking of incorrect action putting lives of all centre users at risk	ALL	Staff made aware at Induction and followed up by refresher as part of annual appraisal	

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What provision exists to ensure employees/trainees/contractors have been informed of what to do in the event of fire?		Lack of coordination in the event of fire can result in loss of human life	ALL	<p>Trainees cover fire procedure as part of induction</p> <p>Fire evacuation plan notices displayed throughout the building</p> <p>All visitors made aware of fire procedure</p> <p>Procedure displayed throughout the building</p> <p>Six monthly drills</p>	
Do you have sufficient and correct type of fire fighting equipment e.g. fire extinguishers, fire blankets?	Y	Lack of sufficient and correct type of fire fighting equipment can increase the risk of harm or loss of human life in the event of even smallest of fires	ALL	<p>Fire assessment carried out.</p> <p>Formal Monthly check to ensure continued compliance</p> <p>6 monthly check and supplied certificate by external contractor</p>	
Do you have sufficient fire wardens or marshals and have they been suitably trained to carry out their function?	Y	Lack of sufficient and suitably trained fire wardens or marshals can result in confusion amongst occupants in the event of evacuation or emergency resulting in greater risk of potential harm to all occupants	ALL	<p>Site supervisor responsible for fire procedures</p> <p>Completed online course</p>	Ensure deputies (Peter Hall and Lauren Breakell have completed same course by October
Are there fire detection devices, which is tested weekly and maintained on a quarterly basis and are records kept?	Y	Fire detection devices when not tested regularly can be faulty	ALL	<p>All fire detection devices are tested weekly, record kept in fire book</p> <p>Formal check of equipment carried out 6 months by external contractor</p>	
Are there two designated person who would call the fire bridge in the event of a fire?	Y	No designated person in the event of a fire increases chances of harm and loss of life	ALL	<p>Throughout operation times a designated person is present on premises. If designated person has to leave he/she will pass on duties to other member of staff.</p> <p>All staff are aware of the procedure</p>	

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Are there sufficient Fire evacuation signs?	Y	Insufficient evacuation signage causes confusion during evacuation and puts lives at risk	ALL	Sufficient signage is displayed as per regulations and daily checked for presence.	
In general do all escape routes allow people to evacuate the building safely, keeping in mind: <ul style="list-style-type: none"> <li>- Escape routes kept free from obstruction</li> <li>- There are sufficient numbers of exits from rooms/buildings</li> <li>- Escape routes allows to be evacuated in a reasonable time</li> </ul>	Y  Y  Y	Obstructions in escape routes increase risk of harm  Not having sufficient escape routes increase the risk of harm for all occupants  Escape routes longer than recommended length increase risk of harm	ALL	Smoke alarm system fitted to give early warning to people  All escape routes are regularly checked for obstructions  Majority of rooms allow for 2 different escape routes  All escape routes to the safety area not longer than 30 meters in length	
Are Fire Drills carried out at least every 6 months and record kept?	Y	If fire drills are not carried regularly staff and visitors will be more confused in the event of fire and evacuation	ALL	Fire drills are carried out every 6 months and documented in book	
Have you established assembly points away from the building?  Is the means of reaching the assembly point safe, free from obstruction and away from busy roads etc?	Y  Y	Lack of established assembly point means it would be impossible to conduct a roll call  If assembly point requires crossing a busy road or difficult obstructions this can increase risk of harm for all occupants	ALL  ALL	The assembly point is established and signposted  The assembly point is easily reachable but involves crossing a minor road.  Roll call is carried by the fire Marshall who leaves the building last and brings the signing in book with him/her. Fire	





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Is there a system in place for conducting a roll call at the assembly point?	Y	Without roll call it would be impossible to know if all occupants have made it out of the building	ALL	marshall trained to pass information to Fire Service	
Are there provisions in place, for fire wardens or marshals to assist any disabled staff/ volunteers/ trainees in the event of fire?	Y	Disabled occupants of the building are less likely to be able to leave the building without help	Disabled Staff/Volunteers/ Trainees/Visitors	Fire Marshall is trained to assist any disabled staff, volunteer, trainees or visitors in the event of fire	
Emergency lighting system is recommended to be in office. If there are any, are they tested regularly and are records kept?	Y	In the event of fire most likely there would be no electricity and lighting, adding rapidly spreading smoke to this scenario chances for most occupants of escaping would decrease - with it increasing the risk of harm and loss of human life	ALL	Emergency lighting in place and tested regularly providing a guide to emergency exits.	
Is there an Accident Book in the workplace?  If yes, have all accidents been entered in the accident book?	Y  Y	Failure to have accident book could lead to repeated minor accidents occurring suggesting an underlying systematic problem exists	All	Accident and issue log in place and reviewed on weekly basis.	
Are there systems in place to investigate accidents?	Y	Not investigating accidents will most certainly allow accidents to occur again	ALL	Accident response form is filled in with investigation results and this is kept on record.  Issue log kept in manager's office and reviewed weekly. All accidents deemed appropriate reported under RIDDOR	
Are there provisions in place to ensure you have sufficient number of suitably stocked first aid box?	Y	Insufficient number of suitably stocked first aid box can result in injuries not treated in timely manner	ALL	Appropriately stocked first aid boxes are distributed across premises in prominent places, Checked monthly and replenished accordingly.	



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Do staff know where the First Aid box is kept?	Y	Lack of knowledge of first aid box location can result in injuries not treated in timely manner or not treated at all	ALL	Prominently displayed in places across premises. Staff/beneficiaries informed in induction	
Are there sufficient qualified First Aiders or appointed First Aiders?  Do First Aiders have current certificates?	Y  Y	Not having sufficient First Aiders increases the risk of harm in the event of injury	ALL	There is a sufficient number of First Aiders as per guidelines Certificates prominently displayed in the reception area of premises	Staff to attend refresher training within next two months
Are there provisions in place, for staff to know who the First Aiders are for the office and how to contact them in an emergency?	Y	If staff are not aware who First Aiders are there injuries may not get treated or treated too late	ALL	During induction First Aiders are identified to all staff and beneficiaries. Staff are briefed on any changes  Certificates are displayed prominently	
Do you need to consider issuing personal first-aid kits and training staff in their use for those who work alone, or who travel significantly?	N	Staff rarely work offsite but. Without access to first aid could make manageable situations more likely to get worse and in worst case scenario endanger people's lives as they would not be able to treat any injuries	ALL	Additional first aid box for offsite activities available. All staff aware of its existence and need to carry when appropriate	



# RISK ASSESSMENT

## Appendix 2 – Office Equipment Risk Assessment

Assessors name: Steve Egan

Date: 1/09/22

	Is this equipment used and maintained?	Is the wire, lead and cable in good condition and not damaged?  Example: ○ Failure of the cord grip at the plug ○ Cable not securely attached to the plug	Any signs of overheating of equipment, wires or plug?	Any signs of damage to the plug? eg: casing is cracked or pins bent?	Any sign of damage to the outer cover of the equipment?	Action taken
PC's/Display Screen units	YES	YES	NO	NO	NO	NONE
Photocopier	YES	YES	NO	NO	NO	NONE
Printers	YES	YES	NO	NO	NO	NONE
Overhead Projector	YES	YES	NO	NO	NO	NONE
TV's	YES	YES	NO	NO	NO	NONE
Camera/Camcorders	YES	YES	NO	NO	NO	NONE
Edit suite	YES	YES	NO	NO	NO	NONE



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Fridge/Freezer	YES	YES	NO	NO	NO	NONE
Microwave	YES	YES	NO	NO	NO	NONE
Vacuum cleaner	YES	YES	NO	NO	NO	NONE
Guillotine	YES	NO	NO	NO	NO	NONE
Electric Kettles	YES	YES	NO	NO	NO	NONE
Shredder	YES	YES	NO	NO	NO	NONE
Heat Press	YES	YES	NO	NO	NO	NONE
Laminator	YES	YES	NO	NO	NO	NONE