

Risk assessment – including new community kitchen space / COVID-19



Company name: ETNA Community Centre

Assessment carried out by: VJ/SC/IP

Date of next review: 1st September 2022

Date assessment was carried out: 1st April 2022

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
Slips and trips	Staff, clients/visitors may be injured if they trip over objects or slip-on spillages.	<ul style="list-style-type: none"> • General good housekeeping • All areas well lit, including stairs • No trailing leads or cables • ETNA and partners to keep work areas clear, e.g. no boxes left in walkways, deliveries stored immediately • Offices cleaned regularly 	<p>Better housekeeping in GF/FF kitchen needed, e.g. on spills</p> <p>Ensure no items are left unattended in communal areas</p> <p>Regular checking of all areas internal and external to check for hazards or maintenance repairs that are required</p> <p>Use of Yellow Hazard sign when floor is wet/spills</p>	<p>All staff to monitor</p> <p>All staff to monitor</p> <p>FC/OA</p>	<p>Daily</p> <p>Daily</p> <p>Weekly</p>	
Manual handling of paper, office equipment etc.	Staff risk injuries or back pain from handling heavy/bulky objects, e.g. deliveries	<ul style="list-style-type: none"> • Trolley used to transport boxes of paper and other heavy items when collecting deliveries etc. • High shelves for light objects only 	<p>Remind staff that they should not try to lift objects that look or appear too heavy to handle</p> <p>Ask delivery personnel to take items to the relevant offices</p>	All staff	Daily/as required	
Display screen equipment	Staff risk posture problems and pain, discomfort, or injuries, e.g. to their hands/ arms, from overuse or improper use or from poorly designed	<ul style="list-style-type: none"> • DSE training and assessments of workstation carried out by all new starters. Actions carried out asap • Reassessment to be carried out at any change to work feature, e.g. 	Centre Director to ensure staff continue to get breaks away from the computer	Centre Director	If any changes to work-stations in the future for the ETNA office team	

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	workstations or work environments. Headaches or sore eyes can also occur, e.g. if the lighting is poor	equipment, furniture, or the work environment such as lighting <ul style="list-style-type: none"> • Workstation and equipment set to ensure good posture and to avoid glare and reflections on the screen • Work planned to include regular breaks or change of activity • Lighting and temperature suitably controlled • Adjustable blinds at window to control natural light on screen • Noise levels controlled • Eye tests provided when needed, duty holder to pay for basic spectacles specific for regular users of visual displays • Laptop users trained to carry out own DSE assessment for use away from office. When used at office, laptop should be used with docking station, screen, keyboard, and mouse 	Check that identified actions from self-assessments are followed up ASAP Tell staff that they are to inform Centre Director of any pain they have that may be linked to computer use Remind laptop users to carry out regular DSE assessment to avoid problems and identify any issues	Centre Director All staff Centre Director	If any changes to work-stations in the future for the ETNA office team Ongoing Ongoing if working from home	
Working at height, putting up decorations, changing lights etc.	Falls from any height can cause bruising and fractures	<ul style="list-style-type: none"> • Staff/users stand on chair to file on high shelves, put up decorations etc. • Internal windows cleaned/lights changed by staff using a chair 	Staff to use appropriate stepladder. Ensure two people are available at all times. Only allow contractors to change lights/clean windows who are trained in the specific task or use the correct stepladder	Centre Director Staff	Ongoing	
Trips and falls in garden/rear car park/inside building	Equipment laying around might be hazardous to members of the public	<ul style="list-style-type: none"> • Staff mindful of leaving equipment or leads laying around that could cause trips 	Training for FC	OA/CD	Ongoing	

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Renovation projects, hazards from equipment/falling debris	Members of the public or staff	<ul style="list-style-type: none"> • Restricted access to room(s) and warning signage • Risk assessment for each project 	Training for FC	OA/CD	Ongoing	
Stress	All staff could be affected by factors such as lack of job control, bullying, not knowing their role etc.	<ul style="list-style-type: none"> • Staff understand what their duties and responsibilities are • Staff can talk to Centre Director if they are feeling unwell or if they are feeling stressed/over worked • Centre Director can talk to Chair of Trustees if any concerns about their role or staff members • 'No bullying' policy 	Remind staff they can speak confidentially to their Centre Director/Chair of Board of Trustees if they are feeling unwell or ill at ease because of work	Centre Director/Chair	Ongoing	
Electrical	<p>Staff could get electrical shocks or burns from using faulty electrical equipment</p> <p>Electrical faults can also lead to fires</p>	<ul style="list-style-type: none"> • Staff trained to spot and report (to Centre Director) any defective plugs, discoloured sockets, or damaged cable/equipment • PAT testing for all electrical equipment annually and staff asked to bring in mobile phone/lap top chargers and any other electrical leads • Defective equipment taken out of use, safely and promptly replaced • Staff and users told not to bring in their own appliances, toasters, fans etc. 	<ul style="list-style-type: none"> • PAT testing due in September 2022, comms to teams to get as many electrical items including mobile phone and lap top chargers tested • Report to FM team to ensure they make safe any damage to building installation electrics, e.g. broken light switches or sockets 	<p>Centre Director</p> <p>Centre Director/Office Admin/Facilities Coordinator</p>	<p>09/2022 PAT testing expires</p> <p>Ongoing</p>	
Asbestos (Asbestos may be present in basement boiler)	Staff carrying out normal activities at extremely low risk	<ul style="list-style-type: none"> • Systems in place to inform contractors and others who might disturb the asbestos, where it is and to ensure safe working • Signing in book for contractors 	Ensure any new members of the team or contractors on site are reminded of the risk	<p>All staff</p> <p>FM Team/Contractor</p>	Ongoing	

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room walls and inside doors)	Asbestos only a risk if fibres are released into air and inhaled Maintenance workers most at risk	<ul style="list-style-type: none"> • Walls painted with asbestos protective paint in basement boiler room. Unlikely that asbestos would be disturbed during normal activities • Staff told to report any accidental damage immediately • Condition of partition walls checked periodically • Staff aware that any maintenance work that involves drilling to a wall/door must have a full asbestos survey before works are carried out 	Team to follow action points from Asbestos Report dated Dec 2021	Office Admin/Facilities Coordinator	April 2022	
Fire	If trapped, staff or client could suffer fatal injuries from smoke inhalation/ burns	<ul style="list-style-type: none"> • Annual checks of fire extinguishers • Fire Drills every 6 months (nursery carry out a drill more regularly) • Fire Risk Assessment carried out by Council Team Oct 2020 and plans created for the centre • Floor Plans available in all rooms (updated 2020) 	<ul style="list-style-type: none"> • Fire extinguishers are checked weekly to ensure that have not been tampered with/damaged and are in their correct positions. Each fire extinguisher is numbered and located on the floor plans • Carry out actions from tests to improve the leaving of the property and ensure the safety of all users of the Centre • Emergency Information Pack to be implemented on ground floor 	Office Admin/Facilities Coordinator Centre Director/Office Administrator/Facilities Coordinator Office Administrator	Weekly Every 6 months April 2022	
Lone working	Staff could suffer injury or ill health while working alone in the office	<ul style="list-style-type: none"> • Staff to try and limit working alone in the building by checking Skedda to see if others are booked into the Centre 	<ul style="list-style-type: none"> • Centre Director to be informed of ETNA staff working alone/late at night in the Centre • Sensors on internal lights and improved external lighting for 	Centre Director Facilities Coordinator to check regularly that	Ongoing Ongoing	

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		<ul style="list-style-type: none"> • Clients informed of lone working on safeguarding policy and asked to do their own risk assessment 	arriving/leaving the building both at the front and the rear of the premises	lights are in working order		
Public using building without ETNA staff present	Accidents or incidents may occur when ETNA staff not on site.	<ul style="list-style-type: none"> • Clear communication of Terms & Conditions/ COVID-Checklist to ensure clear understanding of procedures and how to use the Centre safely plus signage around the Centre to remind the public of what is expected • Safeguarding policy • Clear signage around the Centre in fire exits/floor plans marked with fire exits/meeting points etc. • Fire extinguishers & first aid kit available 	<ul style="list-style-type: none"> • Updated checklist in the Centre on using the Centre safely whilst COVID-19 is still a risk within the Community 			

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

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