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| Company: | Wigan Youth Zone | Task/ Operation: Building Risk Assessment | Location: Main Building |

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|  | Wigan Youth Zone – Health & SafetyRisk Assessment |  |

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| **Significant Hazard** | **Who might be harmed and how?** | **How is the risk controlled?** | **What further action is required?** | **Person responsible** | **Completion date** |
| Reducing the spread of Covid-19 | All(All includes Staff volunteers external Organisations and Young people) | Ensure all equipment is cleaned before and after usePPE to be available in case of emergencies/incident escalationSanitiser stations are set up in every room All rooms to be regularly cleaned by Cleaning and Delivery TeamsMorning and evening cleaning teams are on site at all timesFace coverings to be worn by staff and young people (aged 11 and over) at all times, unless exempt or when eating/taking part in exerciseTemperature checks to be completed for all building users upon entering the building | Facilities Manager and duty Manager to check Sanitiser stations to be checked and re-stocked if neededPPE to be added to First Aid KitsCleaning products to be available at all timesStaff to remind people to put on coverings whenever necessaryEnsure all staff are consistent and temperatures checks are part of the signing in process  | Facilities ManagerDuty ManagerFacilities ManagerFacilities ManagerDuty ManagerFacilities ManagerCleaning TeamAll staff | ContinuousContinuousContinuousContinuousContinuous |
| Defective flooring Slips Trips FallsMuscular injuriesSprains | StaffVisitorsContractors | Condition of premises regularly checkedPrompt maintenance of defects Adequate external lighting Any defective flooring to be reported immediately to facilities Manager | Equipment checkMonitor throughout the activities and weather checks | All staff | Continuous  |
| Liquid spillages FallsMuscular injuriesSprains | StaffVisitorsContractors | Supervision in use of liquids in premisesAll spillages to be dealt with immediatelyWet floor signs to be used when appropriateDry mop floors after cleaning up initial spillageAppropriate footwear wornVisitors etc. to be kept away from spill area during cleaning. | Equipment checkMonitor throughout the activities and weather checks | All staff | Continuous  |
| Items stored in corridor walkwaysSlips Trips Falls Muscular injuriesSprains | StaffVisitorsContractors | Good housekeeping maintainedRegular inspectionEnsure bags and coats are not blocking corridors walkwaysDesignated storage areas  | Equipment checkMonitor throughout the activities and weather checks | All staffFacilities Manager | Continuous |
| Trailing electrical cables Slips Trips falls | StaffVisitorsContractors | Trailing leads kept to a minimumSufficient outlets to support the range of equipment normally used.Use extension leads and adaptors only where necessaryUse of cable covers where cables are a trip hazardUse nearest available socket to reduce need for extension leads | Equipment checkMonitor throughout the activities and weather checks | All staff Facilities Manager | Continuous |
| Electrical equipment & sockets ElectrocutionElectrical burns | StaffVisitorsContractors | Pre-use check conducted by staffElectrical equipment subject to regular safety inspection and test ('PAT testing')All tested appliances to be labelled showing date tested next test date Fixed Installation testing completed (5yearly min) and any remedial work actioned next due 2023Mains powered portable equipment protected by RCD to distribution board, wall socket or lead in higher risk situations, e.g., equipment used outside or in wet conditions, and for equipment where there is a risk of cables being severed.System for reporting faults and taking equipment out of service in place | Monitor throughout session | All staff Facilities Manager | Continuous |
| Hot Surfaces Hot water from taps | StaffVisitorsContractors | Low surface temperature radiators where young or special needs children are presentHot surfaces in kitchen / server protected and warning signs in placeThermostatic mixing valves fitted to all sinks to which young and special needs guests have accessTemperatures monitored (40 deg c max at outlets where vulnerable users have access)Log book now in place water temperatures checked weekly and recorded  | Monitor throughout sessionEnsure signs are in place | All staffFacilities manager | Continuous  |
| Open or broken windowsFalls cuts injury | StaffVisitorsContractors | Opening limiters fitted to windows above ground floor where risk of falling existsAll glazing in vulnerable areas (>250mm wide and up to waist height in internal walls partitions and windows, up to shoulder height in doors) either filmed or safety glazing.All such glazing to be appropriately marked etched.As replacement is necessary glazing to BS 6206 used | Monitor throughout session | All staff Facilities Manager | Continuous |
| Finger trapping Entrapment injuryBruisingCrushed fingers  | StaffVisitorsContractors | Doors in vulnerable areas have finger guards fitted e.g. classroom and toilet doors used by special need and young guests. Risks from doors in other locations consideredCondition of any protective devices fitted monitored All room doors have an access system | Monitor throughout session | All staffFacilities Manager | Continuous |
| Defective furnitureequipmentInjuryBangs bumpsMuscular injuries | StaffVisitorsContractors | Furniture and fittings must be regularly inspected and defects reportedAll defective equipment removed from site | Monitor throughout session | All staffFacilities Manager | Continuous |
| Access egressTrips Falls obstructed escapeInadequate lighting of exit routes | StaffVisitorsContractors | Adequate space, circulation routes and emergency exitsEntrances and exits are clearly signed and well lit and kept free from obstructionsArrangements in place to ensure access maintained in snowy icy conditionsAll escape routes should be sufficiently lit for people to see their way out safety Extent of emergency lighting reviewed considering all areas of centre used outside of ambient daylight hours without natural daylightEnsured that all escape routes are adequately lit in event of a power failureWhere ambient light is not sufficient torches may be acceptable for trained staff to use | Monitor throughout session | All staffFacilities Manager | Continuous |
| FireProperty damageSmoke inhalationPhysical injuryBurns | StaffVisitorsContractors | Detailed Fire Risk Assessment conducted and reviewed annuallyRubbish not allowed to accumulate and storage areas kept tidyLayout allows for unrestricted movement and safe circulationStaff familiar with evacuation procedure, location of nearest call pointFire exits checked daily for obstruction and ease of openingFire alarm tested weekly drills conductedFire exits clearly marked and fire evacuation notices posted throughout siteFire doors checked regularly (self-closures operating doors close freely etc.)All staff know where fire assembly area is locatedFire marshals identified before sessionFirst aider on site First aid box on siteAccess and egress to site easily accessibleEmergency contact numbers held in receptionGas safety device fitted to all gas appliances  | Monitor throughout session | All staffFacilities Manager | Continuous |
| Service cupboards rooms Inappropriate useElectric shock | StaffVisitorsContractors | All such areas to be locked and access restricted to authorised personsAppropriate signage in placeNo general storage to be kept in such areasAdequate lighting available.Fire equipment detection etc. in place | Monitor throughout session | All staffFacilities Manager | Continuous |
| Inadequate lighting other welfare facilities | StaffVisitorsContractors | Lighting sufficient for tasksSupply of wholesome drinking waterAdequate welfare facilities for staff and service usersThese are maintained in a clean state.Hot water, soap and disposable paper towels provided.Suitable sanitary disposal bins in place within female toilets and arrangements for sanitary waste collection in place. | Monitor throughout session | All staffFacilities Manager | Continuous |
| Poor Water QualityLegionella  | StaffVisitorsContractors | Water risk assessment conducted by competent person and water log book completedCentre identifies seldom used outlets and flushes these weeklyShowers disinfected / descaled quarterlyTanks / calorifier sterilisation conducted if requiredLegionella risk assessment has been carried report readily available on request |  | Activity facilitator |  |

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| Assessment compiled by: Anthony Ashworth-Steen Date of assessment: 29/12/2021 Signature: A A-Steen Date to review further actions: As requiredPosition: Facilities Manager Assessment review date: 01/12/2022Version: 5Version 2 Amendments29/09/2020 – Version control added to footer29/09/2020 – Hazards (first column) updated to reflect risk and potential consequenceVersion 3 Amendments01/08/2021 - Adding the relevant covid-19 restrictions in line with NYA guidance (v7)Version 4 Amendments02/12/2021 - Adding the relevant covid-19 restrictions in line with NYA guidance (v9) about face-coveringsVersion 5 Amendments 29/12/2021 – Adding relevant Covid-19 measures in place around temperature checks |  |  |  |
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