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

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|  | Wigan Youth Zone – Health & Safety  Risk 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 use  PPE to be available in case of emergencies/incident escalation  Sanitiser stations are set up in every room  All rooms to be regularly cleaned by Cleaning and Delivery Teams  Morning and evening cleaning teams are on site at all times  Face coverings to be worn by staff and young people (aged 11 and over) at all times, unless exempt or when eating/taking part in exercise  Temperature 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 needed  PPE to be added to First Aid Kits  Cleaning products to be available at all times  Staff to remind people to put on coverings whenever necessary  Ensure all staff are consistent and temperatures checks are part of the signing in process | Facilities Manager  Duty Manager  Facilities Manager  Facilities Manager  Duty Manager  Facilities Manager  Cleaning Team  All staff | Continuous  Continuous  Continuous  Continuous  Continuous |
| Defective flooring  Slips Trips Falls  Muscular injuries  Sprains | Staff  Visitors  Contractors | Condition of premises regularly checked  Prompt maintenance of defects  Adequate external lighting  Any defective flooring to be reported immediately to facilities Manager | Equipment check  Monitor throughout the activities and weather checks | All staff | Continuous |
| Liquid spillages Falls  Muscular injuries  Sprains | Staff  Visitors  Contractors | Supervision in use of liquids in premises  All spillages to be dealt with immediately  Wet floor signs to be used when appropriate  Dry mop floors after cleaning up initial spillage  Appropriate footwear worn  Visitors etc. to be kept away from spill area during cleaning. | Equipment check  Monitor throughout the activities and weather checks | All staff | Continuous |
| Items stored in corridor walkways  Slips Trips Falls  Muscular injuries  Sprains | Staff  Visitors  Contractors | Good housekeeping maintained  Regular inspection  Ensure bags and coats are not blocking corridors walkways  Designated storage areas | Equipment check  Monitor throughout the activities and weather checks | All staff  Facilities Manager | Continuous |
| Trailing electrical cables  Slips Trips falls | Staff  Visitors  Contractors | Trailing leads kept to a minimum  Sufficient outlets to support the range of equipment normally used.  Use extension leads and adaptors only where necessary  Use of cable covers where cables are a trip hazard  Use nearest available socket to reduce need for extension leads | Equipment check  Monitor throughout the activities and weather checks | All staff Facilities Manager | Continuous |
| Electrical equipment & sockets  Electrocution  Electrical burns | Staff  Visitors  Contractors | Pre-use check conducted by staff  Electrical 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 2023  Mains 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 | Staff  Visitors  Contractors | Low surface temperature radiators where young or special needs children are present  Hot surfaces in kitchen / server protected and warning signs in place  Thermostatic mixing valves fitted to all sinks to which young and special needs guests have access  Temperatures 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 session  Ensure signs are in place | All staff  Facilities manager | Continuous |
| Open or broken windows  Falls cuts injury | Staff  Visitors  Contractors | Opening limiters fitted to windows above ground floor where risk of falling exists  All 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 injury  Bruising  Crushed fingers | Staff  Visitors  Contractors | 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 considered  Condition of any protective devices fitted monitored  All room doors have an access system | Monitor throughout session | All staff  Facilities Manager | Continuous |
| Defective furniture  equipment  Injury  Bangs bumps  Muscular injuries | Staff  Visitors  Contractors | Furniture and fittings must be regularly inspected and defects reported  All defective equipment removed from site | Monitor throughout session | All staff  Facilities Manager | Continuous |
| Access egress  Trips Falls obstructed escape  Inadequate lighting of exit routes | Staff  Visitors  Contractors | Adequate space, circulation routes and emergency exits  Entrances and exits are clearly signed and well lit and kept free from obstructions  Arrangements in place to ensure access maintained in snowy icy conditions  All 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 daylight  Ensured that all escape routes are adequately lit in event of a power failure  Where ambient light is not sufficient torches may be acceptable for trained staff to use | Monitor throughout session | All staff  Facilities Manager | Continuous |
| Fire  Property damage  Smoke inhalation  Physical injury  Burns | Staff  Visitors  Contractors | Detailed Fire Risk Assessment conducted and reviewed annually  Rubbish not allowed to accumulate and  storage areas kept tidy  Layout allows for unrestricted movement and safe circulation  Staff familiar with evacuation procedure, location of nearest call point  Fire exits checked daily for obstruction and ease of opening  Fire alarm tested weekly drills conducted  Fire exits clearly marked and fire evacuation notices posted throughout site  Fire doors checked regularly (self-closures operating doors close freely etc.)  All staff know where fire assembly area is located  Fire marshals identified before session  First aider on site  First aid box on site  Access and egress to site easily accessible  Emergency contact numbers held in reception  Gas safety device fitted to all gas appliances | Monitor throughout session | All staff  Facilities Manager | Continuous |
| Service cupboards rooms  Inappropriate use  Electric shock | Staff  Visitors  Contractors | All such areas to be locked and access restricted to authorised persons  Appropriate signage in place  No general storage to be kept in such areas  Adequate lighting available.  Fire equipment detection etc. in place | Monitor throughout session | All staff  Facilities Manager | Continuous |
| Inadequate lighting other welfare facilities | Staff  Visitors  Contractors | Lighting sufficient for tasks  Supply of wholesome drinking water  Adequate welfare facilities for staff and service users  These 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 staff  Facilities Manager | Continuous |
| Poor Water Quality  Legionella | Staff  Visitors  Contractors | Water risk assessment conducted by competent person and water log book completed  Centre identifies seldom used outlets and flushes these weekly  Showers disinfected / descaled quarterly  Tanks / calorifier sterilisation conducted if required  Legionella 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 required  Position: Facilities Manager Assessment review date: 01/12/2022  Version: 5  Version 2 Amendments  29/09/2020 – Version control added to footer  29/09/2020 – Hazards (first column) updated to reflect risk and potential consequence  Version 3 Amendments  01/08/2021 - Adding the relevant covid-19 restrictions in line with NYA guidance (v7)  Version 4 Amendments  02/12/2021 - Adding the relevant covid-19 restrictions in line with NYA guidance (v9) about face-coverings  Version 5 Amendments  29/12/2021 – Adding relevant Covid-19 measures in place around temperature checks |  |  |  |
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