

RISK ASSESSMENT FOR:	JAN CUTTING HEALTHY LIVING CENTRE:	
	OFFICE AND WELFARE	
	STAFF, RESIDENT ORGANISATIONS AND HIRERS	
Establishment: JAN CUTTING HLC SCOTT BUSINESS PARK	Assessment by: Sharon Wood – Business Development Manager	Date: October 2024
Review Date Due : October 2025	Approval (CEO):	Date:

Hazard / Risk	Risk level	Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	Are Normal Control Measures Y/N/NA		Residual risk
	L/M/H				In Place	Adequate	L/M/H
Welfare facilities: Risk of inadequate provision	M	Staff Hirers Residents	Illness Pest infestation	<ul style="list-style-type: none"> Suitable and sufficient welfare facilities are in place for staff, hirers and resident organisations. Staff and hirers have access to toilets and disabled washroom facilities. A cleaner is employed to maintain all facilities in a clean and hygienic manner Contract for washroom waste disposal in place Hirers booking information requests facilities are left clean. Toilets are inspected as part of the cleaning regime. All defects are reported 	Y	Y	L

Staff Kitchen equipment Kettle Microwave Toaster Urn	M	Staff Hirers Residents	Electric shock Radiation exposure Burns Explosion Illness due to unhygienic practices	<ul style="list-style-type: none"> ▪ All equipment is maintained and in good working order. ▪ Manufacturer's instructions are available for reference ▪ Routine electrical safety check of all electrical appliances used in the staff kitchen is carried out on an annual basis (PAT) ▪ All employees and hirers are aware of the need to report faults and not to attempt repair. ▪ Employees and hirers are aware of hazards of equipment (eg hot water) and to use appliances responsibly ▪ Hazards notices are posted where appropriate. ▪ Staff are aware of basic hygiene ▪ Staff and hirers are requested to leave kitchen equipment clean and safe. ▪ The kitchen equipment is cleaned routinely by the Trust's cleaner ▪ The kitchen is subject to routine workplace inspection. ▪ First aid kit and first aider available 	Y	Y	L
Chemicals, cleaning products, and storage areas.	M	Staff Hirers Residents	Skin irritation Allergic reaction Chemical burn Poisoning Inhalation of toxic fumes/vapour	<ul style="list-style-type: none"> ▪ All chemicals/ cleaning products are used and stored in accordance with CoSHH regulation ▪ Access to storage areas is restricted ▪ Staff are aware of how to use chemicals and cleaning products safely ▪ Personnel are aware of the risks of using chemicals and cleaning products ▪ All storage areas are kept clean and tidy ▪ Storage areas are subject to routine workplace inspections 	Y	Y	L

Storage	M	Staff Hirers Residents	Injury from tripping Injury from falling items and units toppling over	<ul style="list-style-type: none"> ▪ Items are not stored on the floor where they may present a trip hazard ▪ All storage areas are kept tidy and maintained in an orderly manner and subject to routine housekeeping inspection ▪ Storage areas are not over filled with items ▪ Shelving is of sturdy construction and fit for use/load bearing ▪ Lighter items are stored at higher level, heavier items are stored at waist level ▪ Items stored on upper shelving are less than 5kg ▪ No flammable items are kept in the Centre internal store cupboards ▪ Access to stores is restricted and not for public access. 	Y	Y	L
Waste management	M	Staff Hirers Residents	Environmental impact Pest infestation Fire hazard	<ul style="list-style-type: none"> ▪ All waste products are stored and disposed of in an appropriate manner, Contract for weekly trade waste contract is in place ▪ Glass, bottles, plastics, cardboard and paper are segregated and disposed of separately and on a regular basis. Contract for a weekly recycling collection is in place. ▪ Bins are provided for general waste and recycling. Waste streams are adequately segregated ▪ Larger items and boxes are flattened and stored safely. 	Y	Y	L
Office equipment and office furniture: Photocopier Printer Fax Laminator Paper Shredder Furniture	M	Staff Hirers Residents	Injury caused by faulty equipment Exposure to UV Cuts Electrical shock	<ul style="list-style-type: none"> ▪ Equipment is operated according to manufacturer's instruction ▪ Manufacturer's instructions are available for reference ▪ Staff etc are instructed and trained in the use of the equipment where appropriate ▪ All equipment is maintained in good working order ▪ Maintenance and service contracts are in place for larger equipment (photocopier) ▪ All office equipment is subject to annual PAT. ▪ All faults are reported and equipment is put out of service if necessary ▪ The Centre has desk, tables, chairs, and display/flip chart stand available for use. ▪ Furniture is routinely checked for defects and faults 	Y	Y	L

Office equipment and office furniture: Cont.	M			<ul style="list-style-type: none"> Staff etc are made aware to report faulty items immediately. Defective items are removed from use until repaired. 	Y	Y	L
Use of specialist equipment Generators Extension leads	M	Staff Hirers Residents	Electrical shock/burns Property damage/fire Cuts / abrasions, muscular skeletal and other physical injuries Slips, trips and falls	<ul style="list-style-type: none"> Supplied / erected by competent persons. Barriers and adequate supervision to prevent unauthorised use and control access and egress Sited in appropriate location. Inspected prior to the first use following supplier/ manufacturer's instructions Cable covers to be used where required. 	Y	Y	L
Portable electrical appliances and cabling	M	Staff Hirers Residents	Electric shock Burns	<ul style="list-style-type: none"> All portable appliances are listed on an inventory All appliances tested annually (PAT) and labelled accordingly Staff etc are aware of the need to report faults and defects immediately Staff etc are aware to the risks of overloading sockets and using multi adapters Staff etc are prohibited from using personal items of electrical equipment on the premises 	Y	Y	L

Additional Control Measures <i>(to take account of local/individual circumstances including changes such as working practices, equipment, staffing levels).</i>	Action by Whom <i>(list the name of the person/people who have been designated to conduct actions)</i>	Action by When <i>(set timescales for the completion of the actions – remember to prioritise them)</i>	Action Completed <i>(record the actual date of completion for each action listed)</i>	Residual Risk Rating
n/a				LOW

RESIDUAL RISK RATING	ACTION REQUIRED
VERY HIGH (VH) Strong likelihood of fatality / serious injury occurring	The activity must not take place at all. You must identify further controls to reduce the risk rating.
HIGH (H) Possibility of fatality/serious injury occurring	You must identify further controls to reduce the risk rating. Seek further advice, e.g. from your H&S Team
MEDIUM (M) Possibility of significant injury or over 3 day absence occurring	If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely.
LOW (L) Possibility of minor injury only	No further action required.