

RISK ASSESSMENT

Thame Barns Centre - Building and surrounds

Date: November 2019

Managers: Karen Clark & Patsy Baker

What are the hazards?	What impacts may there be? How might you be harmed?	What things are in place to reduce the risk?	Other actions that would be done to reduce this risk?	Action by who?	Action by when?	Completion date
Slips and trips: e.g.: wet floors, spillages, cables, icy pathways	Injury may occur if you slip on wet floors, or trip over the cables. You may slip over on icy pathways into the Centre in the winter.	<ul style="list-style-type: none"> . Regular cleaning . Grit paths in icy weather . Regular maintenance . Good housekeeping . Centre and car park are well lit . Use sockets nearest to where you are working to reduce cable length and risk of tripping . cable protectors available 	<ul style="list-style-type: none"> . Be aware of furniture around you . Wear sensible shoes with a good grip . Be aware of trailing cables . Be aware of wet floors . Be aware of weather / ice . Clear up spillages immediately 	All users	On-going	
Manual Handling: e.g.: moving tables and chairs	Risk of injury from moving heavy objects.	<ul style="list-style-type: none"> . Use trolley to move chairs . Lift tables with care . Do not over fill rubbish bags 	<ul style="list-style-type: none"> . Remember to take care when moving objects 	All users	on-going	
Electricity:	Receiving shock or burn from faulty electrical equipment. Electrical faults can lead to fires.	<ul style="list-style-type: none"> . All equipment has to be PAT tested . Electrical inspection of system is completed every 5 years . Fire extinguishers are placed around the Centre should an electrical fire occur .Socket covers are provided 	<ul style="list-style-type: none"> . All electrical items to be visually inspected before use . Appliances to be turned off when not in use 	Managers	on-going	

Gas	Risk of serious injury as a result of explosion/release of gas	<ul style="list-style-type: none"> . All gas equipment is serviced and inspected annually . Staff know where the main isolation switch is . Burns first aid kit is available .Carbon monoxide detector is in place 	. Be aware of any smell of gas which may indicate a leak	All users	on-going	
Fire:	Injury from smoke inhalation or burns.	<ul style="list-style-type: none"> . Evacuation Plan notices posted throughout the building . All Office and some Bar Staff have completed Fire Warden Training .New fire alarm system with smoke detectors has been installed in 2019 . Fire Risk Assessment executed annually . Fire alarm system regularly tested . Fire extinguishers are placed around the Centre should a fire occur . it is illegal to smoke inside the building . Barns Centre is ground level and has plenty of fire doors .Doors have sound activated doorstops 	<ul style="list-style-type: none"> . Fire exit routes kept clear at all times . All new users have fire procedures explained 	Managers	on-going	
Security:	Property Theft / Damage Injury	<ul style="list-style-type: none"> . Lone workers are asked to lock themselves in the building . Appropriate locks / security in place . Valuable items are locked away . Limited cash is kept on the premises 	. Ensure doors locked when relevant	Users	on-going	

Hazardous Substances:	Risk of chemical injury	. Individual role risk assessments in place to cover .COSH sheets are in-place .Eye protectors are available	. Monitor items brought into the Centre	Managers	on-going	
Furniture & Equipment:	Risk of injury	. Regular inspection for hazards by managers and users	. Users to be aware of their limitations	Managers / Users	on-going	
Environment:	Risk of injury / illness	. Regular inspection for hazards by managers and users . Toilets / Kitchens etc cleaned regularly . Drinking water always available . Hot water always available	. Users to be aware of their environment	Managers / Users	on-going	
Legionella:	Risk of illness	. Limited risk established	. Low risk	Managers	Complete	
Asbestos:	Risk of illness	. Building fully refurbished in 1994 .Limited risk established . Report completed in September 2018. None found		Managers	on-going	
Heating:	Risk of illness	. Boiler is serviced annually		Managers	on going	
Accident / illness:	Risk of injury and illness	. First Aid facilities in place . Office staff have attended First Aid Courses . Accident book in place		Managers	on-going	
Food Hygiene:	Risk of illness	. Individual role risk assessments in place to cover . Centre has a 5 Star food rating from SODC . New staff to attend in-house training or attend Food Hygiene course depending on their role		Managers	on-going	

Vehicle Movement:	Risk of injury	. Parking spaces clearly marked . One way system in place . Single lane access restricts size of vehicles using centre	. Users to be aware while in roadways / car parks	Managers / Users	on-going	
Low ceilings / beams	Risk of injury	. Old barn so beams are present	. Users to be aware of their environment	Managers / Users	on-going	
Ladders	Risk of injury	. A step ladder is available	. Be aware of your limitations	Managers / Users	on-going	
Garden	Risk of injury Chemical in water feature	. Very low concentration of chemical in water feature . Large bushes separate garden from roadway . Plant has been placed by handrail to make it more obvious	. Discourage children from playing with water feature . Be aware of roadway . Children should always be supervised	Managers / Users	on-going	
Noise	Risk of injury	. Limited risk established . Sound boards are in place in the Large Barn . Disco noise covered in Bar Staff Risk Assessment . All doors and windows on the road side of the Large Barn must be shut by 10pm	. Be aware of noise, if concerned speak to Managers	Managers / Users	on-going	
Use of contractors	Risk of injury	. Only professional tradespeople are employed	. Contractors to be aware of the Health and Safety Policy	Managers / Users	on-going	
Steps between kitchen our Church Road Wall	Risk of injury	. Keep clean of obstruction at all time . A handrail is put by the steps				

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