

Risk Assessments

The following risk assessments have been carried out in accordance with British Standard 8800.

Project Title: Carlisle Diocesan Youth Centre	Reference:	Model/General Risks, all areas
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Hazard / Location / Persons at Risk	Description of risk	Risk Rating <i>(Estimated in accordance with BS8800: 1996)</i>			Control Measure / Comments
		Likelihood	Severity	Classification	
Manual Handling/All/All	Back Strain	Unlikely	Harmful	Moderate	Avoid any manual handling which may cause injury, use team lifts whenever necessary, minimise unnecessary moving of equipment, Good lighting, firm footing and clear access is to be checked before manual handling, suitable PPE to be issued if necessary, materials to be ordered in suitable sizes where possible e.g. 25kg boxes rather than 50kg
	Foot injury	Unlikely	Slightly Harmful	Tolerable	As above
	Hand injury	Unlikely	Slightly Harmful	Tolerable	As above
	Head injury	Unlikely	Slightly Harmful	Tolerable	As above
Lone working	Falls, slips and trips, electric shock, burns, eye injury, injury from power tool	Unlikely	Harmful	Moderate	Workers must not be given tasks to do when: they are working more than 2m above ground, working near deep water, working on fragile material, working with asphyxiants or toxic substances, working with live electrical equipment. PPE, First Aid and means of contacting another person must be provided. NOTE: No work should be started without an assessment of the risk
Working on Ladders/All/All Staff	Risk of falling, injury from dropped objects	Unlikely	Extremely Harmful	Substantial	Never work aloft alone in building, all ladders to have person "footing" bottom and ladder to be securely tied at top, ladders and steps to be regularly checked for wear and tear and replaced if required, staff to be trained in use of all equipment NOTE: always inform someone if working aloft and have someone else in the building when working aloft

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Use of power tools/All/Staff	Eye injury, hand injury	Unlikely	Harmful	Moderate	Staff to be trained in the correct use of equipment, all electrical equipment to be checked before use, equipment to be PAT tested annually
Use of strimmers, lawnmowers/Churchyard & Grounds/Staff	Cuts, flying objects, back strain, noise, vibration	Unlikely	Extremely Harmful	Substantial	Staff to be trained in the correct use of equipment, operators to wear PPE – boots, eye protection, ear defenders, equipment to be maintained in accordance with manufacturers instructions, no cutting within 15 meters of any other person
Plant and equipment/All/All	Storage of flammable liquids	Unlikely	Extremely Harmful	Substantial	All inflammable liquids to be stored away from the main building in a lockable marked container
Use of equipment/All/All	Personal injury	Highly unlikely	Extremely Harmful	Moderate	All equipment to be checked before use, equipment to be serviced regularly
Electrical equipment/All/All	Electrocution, Fire	Unlikely	Extremely Harmful	Substantial	All portable appliances to be checked before use, all portable appliances to be PAT tested annually
Electrical installation/All/All	Electrocution, Fire	Unlikely	Extremely Harmful	Substantial	All equipment, sockets, light fittings etc to be visually checked on a regular basis, electrical installation to be tested every 5 years
Heaters/All/All	Electrocution, Fire, Burns	Unlikely	Harmful	Moderate	Hot surface warning signs to be put in place, group members advised not to place anything on the heaters, heaters to be checked regularly and tested every 5 years
Replacement of lightbulbs/All/Staff	Electrocution, burns, falls, cuts	Unlikely	Harmful	Moderate	Ensure electric circuits isolated before use, ensure correct use of ladders, work carried out by competent person only
Failure of Electricity Supply/All/All	Falls, trips	Unlikely	Harmful	Moderate	Emergency lighting is installed and checked on a monthly basis. Emergency lighting is tested annually. Maintained lights are installed in main corridor areas. Fire alarm system has battery back up in case of power failure.
Use of candles for lighting in emergency, or for effect/All/Guests	Burns, Fire	Unlikely	Extremely Harmful	Substantial Risk	Candles to be in suitable fireproof containers, candles not to be left unattended, candles not to be used in bedrooms
Storage and use of chemicals/All/All	Chemical burns, poisoning	Unlikely	Extremely Harmful	Substantial	All chemicals to be stored in locked cupboard, all staff aware of COHSE regulations and know the correct dilutions, groups must only use chemicals they have brought and take them away at the end of their visit

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Waste disposal/All/All	Infection, fire, cuts, lifting injuries	Unlikely	Harmful	Moderate	Waste must be carefully disposed of, and recycled where possible. Flammable materials must not be stored against the building. Sanitary bins must be used for disposal of sanitary towels, nappies etc and disposed of in the yellow bin which is emptied regularly. PPE must be worn when handling waste materials
Working in very cold conditions/outside/all	Chilblains, frostbite, hypothermia, vibration white finger	Highly unlikely	Slightly harmful	Trivial	Protective clothing against cold must be worn in temperatures of -5C, gloves are essential, particularly when operating equipment, only people of good health should be allowed to work in cold conditions.
Working in very hot conditions/all/all	Sunburn, sunstroke, heat-stroke, dehydration, exhaustion	Unlikely	Harmful	Moderate	PPE should be worn in hot or humid conditions, ensure an adequate supply of drinking water
Water Supply/all/all	Contamination, infection, sickness	Unlikely	Slightly Harmful	Moderate	Sand filter to be cleaned at least annually, UV treatment to be checked regularly and bulbs to be replaced annually, tests done on water quality every six months by Environmental Health
Fire/All/All	Burns, inhalation of smoke	Unlikely	Extremely Harmful	Substantial	The Centre does not require a Fire Certificate, but will comply with all relevant legislation, and follow the advice of fire safety officers at all times. Equipment and notices to comply with British Standards. Fire fighting equipment will be serviced annually. Fire notices to be displayed in every room. Fire Alarm system will be checked at least every month by staff and records kept. The Fire Alarm will be serviced annually. Equipment will be maintained and materials will be stored in a way that minimizes risk, as indicated above
Legionella/All/All	Infection, sickness	Unlikely	Extremely Harmful	Substantial	Water in main building is all direct off the incoming supply, with no storage of cold or hot water. Water in annexe is partially off immersion heater cylinder, and water temperature is kept in excess of 60C. Shower heads and drains will be disinfected on a monthly routine

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Falls from windows/All/All	Falls, head injury	Unlikely	Extremely Harmful	Substantial	Window locks are installed on all windows that are above 2m above ground level with routine inspection to ensure they are working correctly

Project Title: Carlisle Diocesan Youth Centre	Reference: Common Rooms & Corridors
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Hazard / Location / Persons at Risk	Description of risk	Risk Rating <i>(Estimated in accordance with BS8800: 1996)</i>			Control Measure / Comments
		Likelihood	Severity	Classification	
Fire/Common Room/all guests	Burns	Unlikely	Harmful	Moderate	Fire guard to be used at all times, fire not to be left unattended, children not to play with or close to the fire
Wet floors/corridors/all	Slipping	Unlikely	Harmful	Moderate	Non-slip flooring or carpet is in place in corridor areas, excess water should be mopped up as soon as possible
Blocked Access/corridors/all	Tripping, blocked fire escape routes	Unlikely	Harmful	Moderate	Chairs and all other obstructions must not be kept in corridors, or fire exit routes
Stairs/main building/all	Falls	Unlikely	Extremely Harmful	Substantial	Edges of stairs highlighted, all obstructions to be kept clear of all stairways
Lift/main building/all	Falls, failure of electricity supply, fire	Unlikely	Extremely Harmful	Substantial	Lift only to be used by authorised persons, and can be operated only with a key. Instructions for manual operation in event of failure of power supply will be given to groups using the lift. The lift must not be used in the event of a fire. When not being used the platform must be kept at its upper level

Project Title: Carlisle Diocesan Youth Centre	Reference: Kitchen/Dining Room
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Hazard / Location / Persons at Risk	Description of risk	Risk Rating <i>(Estimated in accordance with BS8800: 1996)</i>			Control Measure / Comments
		Likelihood	Severity	Classification	
Tables/Dining Room, Annexe Common Room/All	Stacked tables falling over/ incorrect lifting of tables/ erecting tables	Likely	Harmful	Substantial Risk	Tables to be correctly stacked when not in use, tables to be lifted by two people at a time, guests to be advised of their correct assembly
Chairs/Dining Room, Annexe Common Room/All	Stacked chairs falling over / incorrect lifting of chairs	Likely	Harmful	Substantial Risk	Chairs must not be stacked more than 8 high, a maximum of 4 chairs should be lifted at any time
Table Tennis Table/Dining Room/Children	Trapped fingers/ head injuries	Likely	Harmful	Substantial Risk	Guests must follow correct assembly instructions on the tables, children must not be allowed to erect tables by themselves
Meter Cupboard/Dining Room, Annexe/All	Electrocution	Unlikely	Extremely Harmful	Substantial Risk	Only qualified electricians to work on the fuse boards, only competent people to be allowed access to meters and fuse boards. Door to be kept locked at all times. Notices to be affixed to fuse board if someone is working on the electrical circuits elsewhere in the building when others are present.
Incorrect use of electrical equipment/Kitchen/All	Electrocution/Burns	Unlikely	Harmful	Moderate Risk	Children must supervised in the kitchen at all times, electrical equipment to be regularly checked, instructions for correct use of equipment given to users
Hot Water/Kitchen/All	Scalds	Unlikely	Harmful	Moderate Risk	Children must be supervised in the kitchen at all times, Hot water boiler and kettles to be regularly checked, hot water signs to be placed near the taps over sinks
Food preparation and storage/Kitchen/All	Food poisoning	Unlikely	Harmful	Moderate Risk	Regularly check that fridges and freezers are working correctly and set at the correct temperature, Notices regarding the safe storage of foodstuffs to be in place, raw meats and cooked foods to be kept on separate shelves in fridge (raw meats must not be stored above cooked/prepared foods), foods that require storage in fridge/freezer must not be left out on counter tops

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Hygiene/Kitchen/All	Food poisoning	Unlikely	Harmful	Moderate Risk	Ensure regular cleaning of equipment and work surfaces, correct use of chopping boards for different types of foodstuffs, guests to be instructed in the correct use of the dishwasher, only the correct mops (green) to be used in the kitchen
Dishwasher chemicals/Kitchen/All	Chemical burns, poisoning	Unlikely	Extremely Harmful	Substantial Risk	Children must be supervised in kitchen at all times, PPE (gloves) to be worn when changing chemical bottles, ensure that all persons using the kitchen are instructed in the correct use of the dishwasher
Sharp knives & scissors/Kitchen/Children	Cuts, lacerations	Unlikely	Harmful	Moderate Risk	Children must be supervised in the kitchen at all times, and use knives & scissors only under the direct supervision of adults

Project Title: Carlisle Diocesan Youth Centre	Reference: Outside
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Hazard / Location / Persons at Risk	Description of risk	Risk Rating <i>(Estimated in accordance with BS8800: 1996)</i>			Control Measure / Comments
		Likelihood	Severity	Classification	
Bins/Outside/All	Infection	Highly Unlikely	Harmful	Tolerable Risk	PPE to be worn when handling waste, directions for the disposal of rubbish to be followed at all times
Dry Stone Walls/Outside/Children	Falling stones	Unlikely	Harmful	Moderate Risk	Guests must not sit on or climb over walls but use gates & stiles
Traffic/Outside/all	Collision with vehicles	Unlikely	Extremely Harmful	Substantial Risk	Children to be supervised at all times when on the road, vehicles to be parked sensibly and away from fire exits
Vertical drops at rear of building/Outside/Children	Falls, trips, sprains	Unlikely	Harmful	Moderate Risk	Drops over 2m to be protected by fencing
Steps, ramps, fire exits/Outside/All	Falls, trips, sprains	Unlikely	Harmful	Moderate Risk	Steps & ramps to be kept clear at all times, suitable handrails to be provided
Trees/Outside/All	Falls, injury from falling materials	Highly Unlikely	Harmful	Tolerable Risk	Children must not climb trees, trees to be checked regularly and loose or dead branches to be removed
Graves/Churchyard/All	Falls, trips	Unlikely	Harmful	Moderate Risk	Barriers and warning notices to be erected around excavations, grave stones to be checked annually and loose stones to be laid flat

Signed: -

Print: Bryan Rothwell

Designation: Chaplain/Warden

Date: 29/11/10