

Risk assessment

Company name: Calne In Tune

Assessment carried out by: Terry Couchman

(Calne Central Building)

Date assessment reviewed: 7/02/22

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Slips and trips	<p>Kitchen/Servery & food Service Volunteers and Customers/visitors may be injured if they trip over objects or slip on spillages.</p> <p>Kitchen, Passageways, Toilet area smooth surfaces.</p> <p>Equipment, Bikes, Cables and sundry Items within the Community Centre and Sales areas.</p>	<ul style="list-style-type: none"> • Good housekeeping – work areas kept tidy, goods stored suitably etc. • Equipment maintained to prevent leaks onto floor. • Equipment faults leading to leaks quickly reported to manager. • Drainage channels and drip trays provided where spills more likely. • Volunteers clean up spillages (including dry spills) immediately using suitable methods and leave the floor dry. • Suitable cleaning materials available. • Good lighting in all areas including all storage areas. • No trailing cables or obstruction in walkways. 	Consider whether it is appropriate to change floor surface with better surface roughness.	Trustees & Supervising Volunteers	Ongoing	08/02/22
			Remind Volunteers to maintain good standard of general housekeeping.	Trustees & Supervising Volunteers	Ongoing	
			Repair damaged floor surfaces as they arise.	Trustees & Supervising Volunteers	Ongoing	
			Ensure suitable footwear with good grip worn by Volunteers.	Trustees & Supervising Volunteers	Ongoing	

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<p>Manual handling</p> <p>Handling heavy items such as sacks, boxes of food, trays of crockery, Bikes and Equipment.</p>	<p>Kitchen and Food Servery and other Volunteers may suffer injuries such as strains or bruising from handling heavy/bulky objects.</p>	<ul style="list-style-type: none"> • Commonly used items and heavy stock stored on shelves at waist height. • Suitable mobile steps provided, and Volunteers trained to use safely. • Handling aids provided for movement of large/heavy items. • Sink at good height to avoid stooping. • Volunteers trained to lift safely. 	<p>Ensure team working for moving heavier items (eg Bikes, Boxes of Food and Donated Equipment of all kinds).</p>	<p>Trustees & Supervising Volunteers</p>	<p>Ongoing</p>	
<p>Contact with steam, hot water, hot oil and hot surfaces</p>	<p>Kitchen and food Servery volunteers and visitors may suffer scalding or burns injuries.</p>	<ul style="list-style-type: none"> • Volunteers trained in risks of hot oils and on procedure for emptying/cleaning fryers. • Volunteers trained in risks of releasing steam. • Water mixer taps provided. • All Volunteers told to wear long sleeves. • Heat-resistant gloves/cloths/aprons provided. 	<p>Display 'hot water' signs at sinks and 'hot surface' signs at hot plates.</p>	<p>Trustees & Supervising Volunteers</p>	<p>Ongoing</p>	
			<p>Ensure handles on pans maintained (Secured).</p>	<p>Trustees & Supervising Volunteers</p>	<p>Ongoing</p>	
			<p>Ensure Volunteers trained in use of Water Heater.</p>	<p>Trustees & Supervising Volunteers</p>	<p>Ongoing</p>	
<p>Knives</p>	<p>Volunteers involved in food preparation and service could suffer cuts from contact with blades.</p>	<ul style="list-style-type: none"> • Volunteers trained to handle knives. • Knives suitably stored when not in use. • First aid box provided and nominated first aider always on site. 	<p>Tell Volunteers not to use knives to remove packaging. Suitable cutters (Scissors) are provided in appropriate locations. Knives and Scissors to be stored properly after use.</p>	<p>Trustees & Supervising Volunteers</p>	<p>Ongoing</p>	

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Food handling	Frequent hand washing can cause skin damage. Some foods can cause some volunteers to develop skin allergies.	<ul style="list-style-type: none"> Where possible, Volunteers use tools (cutlery, tongs scoops etc) to handle food rather than hands. Food grade, single-use, non-latex gloves are used for tasks that can cause skin problems, eg salad washing, vegetable peeling and fish filleting. Where handling cannot be avoided, hands are rinsed promptly after finishing the task. 	Volunteers reminded to thoroughly dry hands after washing.	Trustees & Supervising Volunteers	Ongoing	07/02/22
			Provide nut-oilfree cream for Volunteers to apply regularly to replace the moisture 'stripped' by frequent washing.	Trustees & Supervising Volunteers	Ongoing	
			Remind Volunteers to check for dry, red or itchy skin on their hands.	Trustees & Supervising Volunteers	Ongoing	
Contact with bleach and other cleaning chemicals	Prolonged contact with water, in combination with detergents, can cause skin damage. irritation or eye damage from direct contact with bleach and other cleaning products.	<ul style="list-style-type: none"> Dishwasher used instead of washing up by hand. All containers clearly labelled. Where possible, cleaning products marked 'irritant' not purchased and milder alternatives bought instead. Long-handled mops and brushes, and strong rubber gloves, provided and used. Volunteers wash rubber gloves after using them and store them in a clean place. 	Volunteers reminded to thoroughly dry hands after washing.	Trustees & Supervising Volunteers	Ongoing	
			Provide cream for Volunteers to apply regularly to replace the moisture 'stripped' by frequent washing.	Trustees & Supervising Volunteers	Ongoing	.
			Remind Volunteers to check for dry, red or itchy skin on their hands and to tell manager if this occurs.	Trustees & Supervising Volunteers	Ongoing	.

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Gas appliances	Gas Bar-B-Q only Volunteers and customers could suffer serious/fatal injuries as a result of explosion/ release of gas.	<ul style="list-style-type: none"> • Daily check of gas appliance controls. • Inspection, service and test carried out by Gas Safe registered engineer every 12 months. • Volunteers know where main isolation tap is and how to turn supply off in an emergency. 	Contact Gas Safe registered check Gas Bar-B-Q	Trustees & Supervising Volunteers	Ongoing	.
Electrical	Volunteers could suffer serious/fatal injuries as a result of electric shock.	<ul style="list-style-type: none"> • Manager visually inspects the system once a year and is competent to do so. • System inspected and tested by an electrician every five years. • Volunteers trained to check equipment before use and to report any defective plugs, discoloured sockets or damaged cable and equipment. • Volunteers know where fuse box is and how to safely switch off electricity in an emergency. • Plugs, sockets etc suitable for kitchen environment. • Access to fuse box kept clear. • Residual current devices (RCDs) installed on supplies to hand-held and portable appliances. 	<p>Manager to inspect plugs, cables etc regularly.</p> <hr/> <p>Get electrician to inspect electrical equipment and advise on how often these should be inspected and tested.</p>	Trustees & Supervising Volunteers	Ongoing Circuit Testing and equipment Pat Testing	

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Fire	Volunteers or customers could suffer serious/fatal injuries from burns/smoke inhalation.	<p>Fire risk assessment done as at www.communities.gov.uk/fire and necessary action taken.</p> <p>Separate Risk Assessment and inspection undertaken yearly by professional Fire System Engineers.</p>	<p>Regular Checks of Fire Alarm system, Fire exits, and Fire Fighting equipment.</p> <p>Regular Fire Drills. instruction in controlling/extinguishing fires (kitchen especially)</p>	Contracted Fire Officer, Trustees & Supervising Volunteers	<p>Daily</p> <p>Weekly</p> <p>Monthly</p>	11/03/22
Machinery	Volunteer's risk serious injury from contact with dangerous or moving parts of machinery.	<ul style="list-style-type: none"> • Staff trained in cleaning, assembly and operating procedures. • All dangerous parts to machinery suitably guarded. • Daily checks of machinery guards before use. • Volunteers trained to spot and report any defective machinery. • Safety-critical repairs carried out by competent person. • Operating instructions easy to locate. 	Remind Volunteers to always isolate (switch off from power supply) machinery before carrying out maintenance or cleaning work.	Trustees & Supervising Volunteers	<p>01/03/21</p> <p>Next: 01/03/22</p>	01/03/22

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<p>Coronavirus Covid19</p>	<p>Volunteers, Group Members, Visitors & Customers could cross infect each other with the virus (or other infectious condition)</p> <p>Be Risk Aware, not Risk Averse.</p> <p>Focusing upon one risk can divert you from other, possibly more serious risks.</p>	<p>Require all Volunteers, Members, and visitors to respect the Health and Wellbeing of others and remain absent if they have or show any symptoms of Corona Virus, or any other infectious condition.</p> <p>Require 2Mtr Social Distancing and wear a Face Mask/Covering (unless exempt) while entering, standing in, or walking in building.</p> <p>Sign In on entry (Covid Tracing & Fire Safety Requirement) and be seated in appropriate individual or family groups with minimum of 1Mtr distancing, side on, and 2Mtr Face to Face.</p> <p>A max 2 families per discrete visiting group or Maximum of 15 in any Support Group (with a preferred maximum 6-8 persons).</p> <p>Provide just adequate numbers of Supervising Volunteers as are necessary to ensure compliance. Always maintain current Social Distancing Rules & good Health & Hygiene practices.</p>	<p>Maintain Entrance Sanitizing Station and ensure that all tables used for eating or any activities have sanitizing materials & equipment available to use</p> <p>Provide Notices and encourage Volunteers, Group Members and Visitors to maintain good Health & Hygiene practices, including thoroughly washing hands and cleaning surfaces after uses.</p> <p>Ensure Social Distancing Signs are viewable (Present and not obstructed) throughout any part of the building in use.</p> <p>Ask anyone who does not reasonably comply with these rules to leave the building and accept a remote or collect service instead.</p>	<p>Everyone in the building has a responsibility. Volunteers, Trustees, Members & Visiting Public.</p> <p>Volunteers, Trustees, Group Supervisors and Centre Members are asked to do their but to ensure that these rules and requirements are met.</p>	<p>Ongoing Daily</p>	<p>12/01/22</p>

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<p>SOCIAL RISKS</p> <p>&</p> <p>BALANCE OF RISKS</p>	<p>Risks of every kind are everywhere around us.</p> <p>They are sometimes so common that we take them for granted.</p> <p>Not recognising a risk could harm ourselves and/or others.</p> <p>Be Risk Aware, not Risk Averse.</p> <p>Focusing upon one risk can divert you from other, possibly more serious risks.</p>	<p>Within the Community Centre and while engaged in any practical or social activity, there are always risks of various kinds (many identified above).</p> <p>We are working with people and it is important to Balance the Risks as best we can, both to ourselves, our members, and our visitors.</p> <p>Many of our members and visitors are disabled and vulnerable in many ways. Some may not have the capacity to understand some risks.</p> <p>We need to balance any risks a person's presence may occasionally pose, against the risks of them not being supported.</p> <p>All we can do is our best, but sometimes we have to remove ourselves from the situation and call on professional services.</p>	<p>Ensure that Volunteers are trained and regularly advised in dealing with people, conflict and other social and environmental risks.</p> <p>Advise how these diverse risks can interact with each other to produce further, sometime greater risks.</p> <p>Advise that in seeking to identify, or deal with, a presenting (obvious) risk that we do not miss out on a potentially hidden risk, or a serious risk that our current focus causes is to miss.</p> <p>Remain positively alert and seek to that were not identified above, or by others.</p> <p>We may see better ways to avoidable risks arising, or better manage those risks that are unavoidable.</p>	<p>Trustees. Supervisors, Trainers.</p> <p>Volunteers need to remain aware of and alert to developing risks and report them to colleagues and Trustees at the earliest opportunity.</p>	<p>Ongoing</p>	<p>07/02/22</p>

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<p>SAFEGUARDING</p> <p>Children, Young People, Disabled, Elderly Infirm, People of Colour or Race and other people made vulnerable as a result of any abuse or neglect by individuals, Groups or institutions.</p>	<p>Risks of every kind are everywhere around us.</p> <p>Any Child, Young Person, Disabled Person, Elderly & Infirm Person. People of all ages with Mental Health problems and ordinary people of all ages can become vulnerable (or increasingly Vulnerable) as a result of Violence, Physical & Verbal Aggression or persistent Threats, Lies, Harassment, Intimidation, or Bullying by way malicious individual or 'gang' behaviour.</p> <p>Be Risk Aware, not Risk Averse,</p>	<p>Within the Community Centre and while engaged in any practical or social activity, there are always risks of various kinds (many identified above).</p> <p>We are working with people and it is important to Balance the Risks as best we can, both to ourselves, our members and our visitors.</p> <p>Many of our members and visitors are Young, Disabled and Vulnerable in many ways. Some may not have the capacity to understand some risks, including to themselves from others and to others, from themselves.</p> <p>We need to balance any risks their presence may occasionally pose, against the risks of them not being supported.</p> <p>All we can do is our 'best Efforts', but sometimes we have to remove them from and activity, or from the Centre, or else remove ourselves from the situation. We may then need to call on appropriate professional services.</p>	<p>Ensure that Volunteers are trained and regularly advised in dealing with people, conflict and other social and environmental risks.</p> <p>Advise how these diverse risks can interact with each other to produce further, sometime greater risks.</p> <p>Advise that in seeking to identify, or deal with, a presenting (obvious) risk that we do not miss out on a potentially hidden risk, or a serious risk that our current focus causes is to miss.</p> <p>Remain positively alert and seek to that were not identified above, or by others.</p> <p>We may see better ways to avoidable risks arising, or better manage those risks that are unavoidable.</p>	<p>Trustees. Supervisors, Trainers.</p> <p>Volunteers need to remain aware of and alert to developing risks and report them to colleagues and Trustees at the earliest opportunity.</p> <p>That failing we need to present the risks to appropriate Professional Agencies as we see the abuses going outside our control. Or impacting upon ourselves.</p>	<p>Ongoing</p>	<p>07/03/22</p>