

## Health and Safety Risk Assessment Form

<b>Ref No:</b>	Site/2	<b>Task/Function:</b>	Lower Grange Farm Site	<b>Location: LGF</b>	Lower Grange Farm
<b>Risk Assessor:</b>	Jamie Lucas	<b>Date:</b>	30 <sup>th</sup> September 2020	<b>Persons at Risk:</b>	Everyone

**Risk Levels:- L = Low; M = Medium; H = High (Use L-M, or M-H to indicate intermediate risk levels, if necessary)**

(NB: Risk Levels in last column indicate anticipated scores after Action is taken)

Hazard (What might cause harm?)	Risk(s) (What harm might be caused?)	Risk level before action L/M/H	Current control measures and/or action to reduce/eliminate risk (Including action by whom and by when)	Risk level after action L/M/H
Roadway & Parking Area	Collision of vehicles and/or pedestrians – minor injuries, serious injuries	High	<ul style="list-style-type: none"> <li>• Controlled access to the site when large events are running</li> <li>• Max speed of 5 miles per hour (signage in place)</li> <li>• Groups instructed to monitor young people at all times</li> <li>• One way system in place</li> <li>• Road markings including safe crossing areas</li> </ul>	Medium
Public Footpath	Strangers on site – abduction, assault (physical/verbal)  Threat to property – vandalism, damage, theft	Medium	<ul style="list-style-type: none"> <li>• All public pathways are well sign posted with dog on lead signs</li> <li>• Paths are kept cut and free from debris</li> <li>• Groups using the site are made aware of the footpath</li> <li>• Young people are adequately supervised</li> <li>• Strangers are challenged if found wandering away from the footpath and directed back to it</li> <li>• CCTV in operation and signage in place across the site</li> <li>• All areas are checked and locked by Site Warden on a daily basis</li> </ul>	Low
Loose animals on site	Attacks from animals – bites, cuts, bruises, minor injuries, serious injuries  Animal faeces - illness	Medium	<ul style="list-style-type: none"> <li>• Perimeter fencing checked regularly</li> <li>• Signage on footpath asking owners to keep animals on a lead at all times walking through the site</li> <li>• Regular checks and cleaning of any faeces around the site by Site Warden (using appropriate PPE)</li> <li>• Owners challenged if found with loose animal on site and asked to keep them on a lead</li> </ul>	Low
Storage Containers	Unauthorised playing behind and around the storage containers and	Medium	<ul style="list-style-type: none"> <li>• All entrances kept clear and mowed</li> <li>• All floors of the containers to be kept clear and cleaned</li> </ul>	Low

	<p>climbing trailer – cuts, bruises, minor injuries, serious injuries</p> <p>Overcrowding and poor organisation of inside of containers – bruises, strains, minor injuries, serious injuries</p> <p>Threat to property – vandalism, damage, theft</p>		<ul style="list-style-type: none"> <li>• Entry only by authorised persons. All containers to be kept locked at all times when not in use and keys kept in key safe in Activity Office</li> <li>• Area to be secured by fencing.</li> <li>• Areas around and behind the containers to be kept tidy and the grass to be mowed regularly.</li> <li>• Signs on inside of container doors to remind users of steps</li> <li>• Regular checks of area carried out by Site Warden</li> <li>• CCTV in operation across the site</li> <li>• No unsupervised groups to be allowed around and behind the containers and children supervised at all times to ensure they stay within designated areas for activities</li> </ul>	
Climbing Barn	Falls, slips & trips, entrapment (within lift) – cuts, bruises, minor injuries, serious injuries	Medium	<ul style="list-style-type: none"> <li>• Main doors to climbing barn are secured when open</li> <li>• Floor mats kept clean and secure</li> <li>• Any water spillage is cleaned up immediately</li> <li>• Bins regularly emptied</li> <li>• Yearly PAT testing in operation</li> <li>• Water heaters tested</li> <li>• Stairs to viewing gallery are kept clear and free from debris, are well lit and handrails are in place</li> <li>• Lift is serviced regularly and a phone line is installed in case of emergency</li> <li>• Adults to supervise under 18's when using the viewing area</li> <li>• Fire escapes are kept clear and free from debris and signage is in place</li> <li>• Regular checks of fire alarm and extinguishers</li> </ul>	Low
Conference Room	Slips & trips, burns and entrapment (within lift) – cuts, bruises, burns (including electrical), minor injuries, serious injuries	Medium	<ul style="list-style-type: none"> <li>• Floor mats kept clean and secure</li> <li>• Stairs are kept clear and free from debris, are well lit and handrails are in place</li> <li>• Any water spillage is cleaned up immediately</li> <li>• Bins regularly emptied</li> <li>• Yearly PAT testing in operation</li> <li>• Water heaters tested</li> <li>• Lift if serviced regularly and a phone line in installed in case of emergency</li> </ul>	Low

			<ul style="list-style-type: none"> <li>• Make staff &amp; users aware of risk in relation to hot water – signage in place</li> <li>• Fire escapes are kept clear and free from debris and signage is in place</li> <li>• Carpet is maintained in a good condition and checked for rips and tears</li> <li>• Chairs are stacked up to a maximum of 5</li> </ul>	
County Office & Store Room	Steps between floors, manual handling, DSE and electrical equipment - slips & trips, strains (to hands, wrists and backs), posture problems, headaches, sore eyes, electrical shocks & burns	Medium	<ul style="list-style-type: none"> <li>• General good housekeeping – clear office floors and stairs</li> <li>• Office is well lit</li> <li>• No trailing cables or leads</li> <li>• Staff to keep work areas clear – no boxes left and deliveries put away</li> <li>• Office cleaned every day</li> <li>• High shelves for light objects only</li> <li>• Working together to lift heavier items</li> <li>• Manual handling training to be completed by all staff</li> <li>• Workstation and equipment set to ensure good posture, support for hands &amp; wrists and to avoid glare from screens</li> <li>• DSE assessments completed for all staff</li> <li>• Work planned to include regular breaks</li> <li>• Effective reporting of fault equipment</li> <li>• Yearly PAT testing in operation</li> </ul>	Low
4 Bedroom	Lowering & raising of bunk beds and use of drink making facility – trapping of fingers, scalding or burning injuries	Medium	<ul style="list-style-type: none"> <li>• Ensure all staff know how to properly lower and raise bunk beds</li> <li>• Make staff &amp; users aware of risk in relation to hot water – signage in place</li> <li>• Regular checks of bunk beds for damage</li> </ul>	Low
8 Bedroom	Lowering & raising of bunk beds, steps between floors and use of drink making facility – trapping of fingers, scalding or burning injuries	Medium	<ul style="list-style-type: none"> <li>• Ensure all staff know how to properly lower and raise bunk beds</li> <li>• General good housekeeping – clear floor and stairs</li> <li>• Make staff &amp; users aware of risk in relation to hot water – signage in place</li> <li>• Regular checks of bunk beds for damage</li> </ul>	Low
Stable Rooms	Use of drink making facility and electrical equipment – scalding and burning injuries	Medium	<ul style="list-style-type: none"> <li>• Make staff &amp; users aware of risk in relation to hot water – signage in place</li> <li>• Yearly PAT testing in operation</li> </ul>	Low
Kentish Barn	Slamming of doors, electrical	Medium	<ul style="list-style-type: none"> <li>• Door are either shut or hooked securely when Barn is in use</li> </ul>	Low

	equipment, slips & trips, heating equipment – cuts, bruises, burns, minor injuries, serious injuries		<ul style="list-style-type: none"> <li>• Effective reporting of faulty equipment</li> <li>• Yearly PAT testing in operation</li> <li>• General good housekeeping – floor and stage areas kept clean and clear</li> <li>• No trailing cables or leads</li> <li>• Protective guard over heater and regularly checked</li> </ul>	
Male Toilet Block & Shower	Steps into toilet block, slips & trips, entrapment (within cubicles), electrical equipment, bodily fluid cross contamination – cuts, bruises, burns, minor injuries, serious injuries, illness	High	<ul style="list-style-type: none"> <li>• Steps are clear and safe to use</li> <li>• Regular cleaning and maintenance – records kept</li> <li>• Effective reporting of faulty equipment</li> <li>• Spillages cleaned in a timely manner and signage put in place</li> <li>• Flooring made stable and even</li> <li>• Doors and locks checked to ensure not faulty</li> <li>• PPE provided and used by staff to clean</li> <li>• COSHH training is undertaken by staff</li> </ul>	Medium - Low
Female Toilet Block & Shower	Steps into toilet block, slips & trips, entrapment (within cubicles), electrical equipment, bodily fluid cross contamination – cuts, bruises, burns, minor injuries, serious injuries, illness	High	<ul style="list-style-type: none"> <li>• Steps are clear and safe to use</li> <li>• Regular cleaning and maintenance – records kept</li> <li>• Effective reporting of faulty equipment</li> <li>• Spillages cleaned in a timely manner and signage put in place</li> <li>• Flooring made stable and even</li> <li>• Correct disposal of sanitary waste</li> <li>• Doors and locks checked to ensure not faulty</li> <li>• PPE provided and used by staff to clean</li> <li>• COSHH training is undertaken by staff</li> </ul>	Medium – Low
Disabled Toilet & Shower	Slips & trips, entrapment, electrical equipment, bodily fluid cross contamination – cuts, bruises, burns, minor injuries, serious injuries, illness	High	<ul style="list-style-type: none"> <li>• Regular cleaning and maintenance – records kept</li> <li>• Effective reporting of faulty equipment</li> <li>• Spillages cleaned in a timely manner and signage put in place</li> <li>• Flooring made stable and even</li> <li>• Correct disposal of sanitary waste</li> <li>• Door and lock checked to ensure not faulty</li> <li>• PPE provided and used by staff to clean</li> <li>• COSHH training is undertaken by staff</li> </ul>	Medium – Low
Staff Toilet	Slips & trips, entrapment, electrical equipment, bodily fluid	High	<ul style="list-style-type: none"> <li>• Regular cleaning and maintenance – records kept</li> <li>• Effective reporting of faulty equipment</li> </ul>	Medium – Low

	cross contamination – cuts, bruises, burns, minor injuries, serious injuries, illness		<ul style="list-style-type: none"> <li>• Spillages cleaned in a timely manner and signage put in place</li> <li>• Flooring made stable and even</li> <li>• Correct disposal of sanitary waste</li> <li>• Door and lock checked to ensure not faulty</li> <li>• PPE provided and used by staff to clean</li> <li>• COSHH training is undertaken by staff</li> </ul>	
Kitchen	Slips & trips, fire, machinery & kitchen appliances (including gas), electrical equipment, manual handling, hot water, oil & steam, knives – cuts, bruises, burns, scalds, minor injuries, serious injuries	High	<ul style="list-style-type: none"> <li>• Good housekeeping – work areas kept tidy and goods properly stored</li> <li>• Maintenance of equipment to prevent spillages</li> <li>• Drainage channels and drip trays for areas at higher risk of spillage</li> <li>• Immediate cleaning of spillages – PPE provided</li> <li>• Food Safety training for staff</li> <li>• No obstruction on walkways</li> <li>• Fire Risk Assessment</li> <li>• Users trained in how to operate equipment safely</li> <li>• Signage to alert to potential dangers</li> <li>• Yearly PAT testing in operation</li> <li>• Gas appliances checked regularly – inspection, service and test carried out by qualified gas engineer</li> <li>• High shelves for light objects only</li> <li>• Working together to lift heavier items</li> <li>• Staff to have manual handling training</li> <li>• Appropriate clothing to be worn</li> <li>• Knives suitably stored when not in use</li> <li>• 1<sup>st</sup> Aid box in close proximity</li> </ul>	Medium
Activity Office & Staff Room	Steps between floors, manual handling, DSE and electrical equipment - slips & trips, strains (to hands, wrists and backs), posture problems, headaches, sore eyes, electrical shocks & burns	Medium	<ul style="list-style-type: none"> <li>• General good housekeeping – clear floors and stairs</li> <li>• Office and Staff Room are well lit</li> <li>• No trailing cables or leads</li> <li>• Staff to keep work areas clear – no boxes left and deliveries put away</li> <li>• Office and Staff Room cleaned every day</li> <li>• High shelves for light objects only</li> <li>• Working together to lift heavier items</li> <li>• Manual handling training to be completed by all staff</li> </ul>	Low

			<ul style="list-style-type: none"> <li>• Workstation and equipment set to ensure good posture, support for hands &amp; wrists and to avoid glare from screens</li> <li>• DSE assessments completed for all staff</li> <li>• Work planned to include regular breaks</li> <li>• Effective reporting of fault equipment</li> <li>• Yearly PAT testing in operation</li> </ul>	
Courtyard	Phone box, uneven flooring, picnic tables – cuts, bruises, minor injuries, serious injuries	Medium	<ul style="list-style-type: none"> <li>• Monitoring use of the phone box – supervised</li> <li>• Regular checks on condition of the phone box</li> <li>• Ensuring that people walk and don't run in courtyard – signage to be put in place</li> <li>• Reporting and maintaining cracks and hazardous differences on the courtyard paving</li> <li>• Regular checks on picnic tables to ensure in good condition</li> </ul>	Low
Cess Pit	Uneven surface, electrical equipment – bruises, burns & shock, minor injuries, serious injuries	Medium	<ul style="list-style-type: none"> <li>• Area is fenced off and only staff allowed to enter</li> <li>• No entry signage displayed</li> <li>• Regular checks of fence undertaken</li> <li>• Regular checks of electrical equipment</li> </ul>	Low
Fuel Tank	Uneven surface, electrical equipment – bruises, burns & shock, minor injuries, serious injuries	Medium	<ul style="list-style-type: none"> <li>• Area is fenced off and only site warden and fuel contractors permitted entry</li> <li>• PPE used where appropriate</li> <li>• Regular checks of electrical equipment</li> <li>• Regular check of fuel tank by contractor</li> </ul>	Low
Gas & Petrol Cage	Risk of explosion – cuts, bruises, burns, minor injuries, serious injuries	High	<ul style="list-style-type: none"> <li>• Area is fenced and locked and only site warden permitted to enter</li> <li>• Signed no entry &amp; highly flammable</li> </ul>	Medium – Low
Fires	Threat to property and life – burns, minor injuries, serious injuries, damage to property	High	<ul style="list-style-type: none"> <li>• Fire evacuation plans in place</li> <li>• All alter fires have water buckets or sand buckets close by</li> <li>• All alarms are regularly tested and recorded</li> <li>• Fire extinguishers regularly tested by qualified contractors</li> <li>• Smoking in designated areas only</li> <li>• Fire Risk Assessment in place</li> <li>• Signage displayed where needed</li> </ul>	Medium - Low

Bins & Litter	Cross contamination, slips & trips, fire – cuts, bruises, burns, minor injuries, serious injuries, illness	Medium	<ul style="list-style-type: none"> <li>• Bins regularly emptied – appropriated PPE used</li> <li>• Waste is collected and disposed of regularly by accredited contractor</li> <li>• Signage to be put in place to encourage correct disposal of waste</li> <li>• General good housekeeping of site by staff and volunteers</li> </ul>	Low
Extreme Weather Conditions	Slips & trips – cuts, bruises, minor injuries, serious injuries	Medium	<ul style="list-style-type: none"> <li>• Pathways are kept clear and gritted when needed</li> <li>• Site is maintained to ensure adequate drainage to prevent flooding</li> <li>• Drain pipes inspected and cleaned</li> <li>• Snow and bad weather plans in place</li> <li>• Cones and signs available to indicate flood water</li> </ul>	Low

<b>Risk Assessor:</b>	Jamie Lucas	<b>Signed:</b>	J Lucas	<b>Manager</b>	D. Harding
<b>Date:</b>	30/09/2020	<b>Date:</b>	30/09/2020	<b>Review Date:</b>	30/09/2021