

# Risk Assessment Form - 5 steps

## Site Risk Assessment



Step 1 What are the hazards?	Step 2 Who might be harmed and how?	Step 3 What are you already doing?	Risk rating	Step 4 Is anything further needed?	Step 5 Action & review
Spot hazards by: <ul style="list-style-type: none"> <li>walking around your workplace</li> <li>asking those doing the task what they think</li> <li>checking manufacturers' instructions</li> <li>considering health hazards</li> </ul>	Identify groups of people, consider: <ul style="list-style-type: none"> <li>employees</li> <li>temporary / agency staff</li> <li>contractors</li> <li>volunteers</li> <li>members of the public</li> <li>children (including work experience)</li> <li>lone workers</li> <li>pupils</li> <li>service users</li> </ul>	List what is already in place to reduce the likelihood of harm or make any harm less serious, examples include: <ul style="list-style-type: none"> <li>guarding</li> <li>training</li> <li>procedures, safe systems of work</li> <li>personal protective equipment (PPE)</li> </ul>	Trivial, low, medium, high or stop (please see matrix below)	You need to make sure that you have reduced risks 'so far as is reasonably practicable'.  An easy way of doing this is to compare what you are already doing with good practice. If there is a difference, list what needs to be done.	Remember to prioritise Deal with those hazards that are high-risk and have serious consequences first.  List: <ul style="list-style-type: none"> <li>actions required</li> <li>who needs to do them</li> <li>by when</li> <li>check actions completed</li> </ul>

### Risk rating

	Slightly harmful	Harmful	Extremely harmful
Highly unlikely	Trivial risk	Low risk	Medium risk
Unlikely	Low risk	Medium risk	High risk
Likely	Medium risk	High risk	STOP
Risk level	Action and timescale		
Trivial	No action required and no documentary record needs to be kept.		
Low	No additional physical control measures are required; however, monitoring is necessary to ensure that the controls are maintained.		
Medium	Efforts should be made to reduce the risk and the reduction measures should be implemented within a defined period. Where the medium risk is associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.		
High	Work should not be started until the risk has been reduced to an acceptable level. Considerable resources may be allocated to reduce the risk. Where the risk involves work in progress, urgent action should be taken.		
Stop	Work should not be started or continued until the risk has been reduced. If it is not possible to reduce risk even with unlimited resources, work has to remain prohibited.		

<b>Site, land and buildings</b>					<b>Assessment date:</b>		
<b>Establishment: Lower Grange Farm, grange lane, sanding, Maidstone, Kent, ME14 3DA</b>					<b>Review date:</b>		
<b>Step 1 Identify the hazards</b>	<b>Step 2 Who might be harmed &amp; how?</b>	<b>Step 3 What are you already doing?</b>	<b>Risk rating trivial/ low / medium / high / stop</b>	<b>Step 4 Is anything further needed?</b>	<b>Step 5 Action &amp; review</b>		
					<b>Action required</b>	<b>Responsible person</b>	<b>Date completed</b>
<b><u>Roadway and parking area</u></b> Cars hitting pedestrians when moving on site	Employees Zero Hour Staff Contractors Volunteers members of the public using site children/adults using/on-site (including work experience)  <b><u>Possible Harm</u></b> Minor, Serious injury/ Cuts, Bruises, broken bones or even death.	Controlled access to the site when large events running.	Low	No	No	Site warden	
		If leaving road area put on hazard lights while onsite- max speed 5 mile per hour	Medium	Have a person walking in front of the vehicle if there is a large number of kids on site	No		
		Groups instructed to monitor kids at all times.	Medium	Ensure all visitors are reminded where needed	No		
		Signs displayed with 5mph and one-way system in place and signed.	Low	Clean signs regularly, so they stay visible	Check all signs are in place		
		Road markings including safe crossing areas.	Low	Re-new markings when needed, keep clear of any snow, rubbish	Road markings needs re-doing	Site Warden Key Volunteer Leads	
<b><u>Public footpath, strangers on</u></b>	Employees Zero Hour Staff	All public pathways are well sign posted with	Medium	Regular checks made on signage and	On-going	Site Warden Activity Manager	

<p><u>site.</u></p>	<p>Contractors Volunteers members of the public using the path children / adults using/on-site (including work experience)</p> <p><b>Possible Harms</b> Minor, Serious injury/ Cuts, Bruises, broken bones. Abduction, assault – physical/ verbal</p>	<p>dog on lead signs</p> <p>Paths are kept cut and free from debris</p> <p>Groups using the site are made aware of the footpath.</p> <p>Ensure that young people are adequately supervised.</p>	<p>Medium</p> <p>Medium</p> <p>Low</p>	<p>cleared/replaced when needed</p> <p>Regular grass cutting is in place.</p> <p>Strangers should be challenged if found wondering away from the foot path and directed back to the footpath.</p> <p>Reminders given when needed.</p> <p>Make groups aware that there is a public right of way on the site.</p>	<p>On-going</p> <p>On-going</p> <p>On-going</p>	<p>Key Volunteer Leads</p> <p>Site Warden Activity Manager Key Volunteer Leads</p> <p>Site Warden Activity Manager Key Volunteer Leads Employees</p> <p>Site Warden Activity Manager Key Volunteer Leads Employees</p>	
<p><b><u>Loose Animals in the fields/ on-site</u></b></p> <p>Animal attack</p>	<p>Employees Zero Hour Staff</p> <p>Contractors</p> <p>Volunteers members of the</p>	<p>Gates kept shut at all times when the site is not being used.</p> <p>Perimeter fencing</p>	<p>Low</p> <p>Medium</p>	<p>Gates to be signed keep closed?</p> <p>Repair when needed</p>	<p>On-going</p>	<p>Site Warden Key Volunteer</p>	

Animal feces	<p>public using the path</p> <p>children and adults using/on site (including work experience)</p> <p><b>Possible Harms</b></p> <p>Cuts, Bruises, bites, Minor/ Serious injury, poisoning</p>	<p>checked regularly</p> <p>Signage on footpath asking owners to keep animals on lead at all times when walking through the site.</p> <p>Regular checks and cleaning of any feces from site using the appropriate PPE.</p>	<p>Medium</p> <p>Medium</p>	<p>Owner should be challenged if found with a loose animal on site and ask them to be kept on a lead.</p> <p>Sigange reminding the public to clean up after their animals.</p> <p>Dog poo bins</p>	<p>On-going</p> <p>Get signage in place</p>	<p>Leads Site Warden Activity Manager Employees</p> <p>Site Warden</p>	
<p><b>Storage containers</b></p> <p>-step</p> <p>- flooring</p> <p>-unauthorised entry</p> <p>Unauthorised playing behind and around the storage containers and climbing trailer</p>	<p>Employees Volunteers members of the public</p> <p><b>Possible Harms</b></p> <p>Cuts, Bruises, Minor/ Serious injury, broken bones</p> <p>Unauthorise members of the public</p> <p><b>Possible Harms</b></p> <p>Cuts, Bruises, Minor/ Serious injury, broken bones</p>	<p>All entrances to be kept clear and mowed.</p> <p>All floors to be kept clear and cleaned</p> <p>Entry only by authorised persons.All containers to be kept locked at all times when not in use.</p> <p>Area to be secued by fencing.</p> <p>Areas to be kept tidy Grass to be mowed regulary.</p>	<p>Medium</p> <p>Medium</p> <p>Low</p> <p>Medium</p> <p>Medium</p>	<p>Regular checks to be carried out fo safety.</p> <p>Signs on inside of doors to remind users of steps</p> <p>Keys are kept locked away in the activity office</p> <p>Regular checks carried out.</p> <p>Regular maintance to be done in this area.</p>	<p>On-going</p> <p>Signs need to be put in place</p> <p>Signs need to be put in place</p> <p>Signage to be displayed – no entry</p> <p>No</p>	<p>Site Warden</p> <p>Site Warden</p> <p>Site Warden</p> <p>Site Warden</p>	
<p><b>Climbing Barn</b></p> <p>Outter Entrance</p>	<p>Employees Zero Hour Staff</p>	<p>When climbing centre is</p>	<p>Medium</p>	<p>Regular checks</p>	<p>No</p>		

Doors	Contractors Volunteers members of the public using site children/adults using/on-site (including work experience)	open the main doors are secured open.		carried out on the secuing system and recorded			
Reception area Falls, slips, fire		Floor mats kept clean and secured, any water spillage is clean up immediatly, bins are emptied regularly.Any electrical equipment are yearly PAT tested.	Medium	Regular checks carried out of the area and recorded	No		
Toilets Falls, slips, fire	<b>Possible Harm</b>		Medium	Wet floor signs available and to be put out as necessary	No		
	Minor, Serious injury/ Cuts, Bruises, broken bones, crushing injury or even death.	Any water spillage is clean up straight away, bins emptied regularly. Water heaters tested.	Medium	Regular checks carried out of the area and recorded	No		
Internal Staires Falls, slips, fire		Are kept clear and free from debris and well lite and handrails in place.					
Disabled lift Getting trapped		Lift is serviced regularly and has a phone line installed to summing help	Low	Statutory inspection of lift (LOLER) undertaken.	No		
Viewing gallery Seating area Falls, slips, fire		Adults to supervise the all under 18's when using the viewing area. Regular cleaning, bins empitied.	Medium	Regular checks carried out of the area and recorded	No		
Fire escape		Are kept clear and free from debris, fire exit signs in place.	Low		No		

				<p>External company carries out regular checks of the fire alarm system.</p> <p>Regular checks carried out of the area and recorded</p>				
<p><b><u>Conference room</u></b>  Enterance, stairs and room  Drink making facilities  Slips, trips, falls, electrical equipment</p> <p>Toilets  Slip and trips</p> <p>Disabled Lift entrapment</p>	<p>Employees  Zero Hour Staff  Contractors  Volunteers  members of the public using site  children/adults using/on-site (including work experience)</p> <p><b><u>Possible Harm</u></b></p> <p>Minor, Serious injury/  Cuts, Bruises, broken bones.</p>	<p>Floor mats kept clean, Stairs are kept clear and free from debris and well lite and handrails in place, any water spilage is cleaned up immediatly, bins are emptied regularly.Any electrical equipment are yearly PAT tested. Electrical wiring inspected.</p> <p>Any water spillage is clean up straight away, bins emptied regularly. Water heaters tested.</p>	<p>Medium</p> <p>Medium</p> <p>Medium</p>	<p>Regular checks carried out of the area and recorded</p> <p>Wet floor signs to be put out as necessary</p> <p>Regular checks carried out of the area</p>	<p>No</p> <p>No</p> <p>No</p>			

Fire escape		<p>Lift is serviced regularly and has a phone line installed to summing help and had regular Loler inspections</p> <p>Are kept clear and free from debris, fire exit signs in place.</p>	Medium	<p>External company carries out regular checks of the fire alarm system.</p> <p>Lift phone tested at regular intervals</p> <p>Regular checks carried out of the area.</p>	No		
<p><b><u>County Office and store room</u></b></p> <p>Steps between floors and slips &amp; trips</p>	<p>All staf and visitors to Office – falling up steps, tripping over objects, slip on spillages</p>	<p>General good house keeping – clear office floors and stairs</p> <p>Office is well lit</p> <p>No trailing cables or leads</p> <p>Staff keep work areas clear – no boxes left and deliveries put away immediately</p> <p>Office cleaned every day</p>	Low	<p>Ensure loose carpet is not an issue</p> <p>Ensure that clear floor and office area is always maintained</p>	No	<p>Office Staff</p> <p>Office &amp; Finance Manager</p> <p>Cleaner</p> <p>Site Warden</p>	
Manual handling of paper, office equipment etc	All staff – risk of injury or back pain from handling heavy/bulky objects	<p>High shelves for light objects only</p> <p>Working together to lift heavier items</p>	Medium	<p>Ensure that all heavy objects (boxes of paper etc) are stored on low levels</p> <p>Sign to remind staff etc.</p>	Research manual handling training	<p>Office Staff</p> <p>Office &amp; Finance Manager</p> <p>Site Warden</p>	
Display screen equipment	Staff – risk of posture problems, strain injuries to hands and wrists and	Workstation and equipment set to ensure good posture, support	Medium	Manual handling training for staff	Ensure identified	<p>Office Staff</p> <p>Office &amp; Finance</p>	

Electrical equipment	headaches/sore eyes  Staff – electrical shocks & burns from faulty equipment	for hands and wrists & to avoid glare from screens  Work planned to include regular breaks  Effective reporting of faulty equipment  PAT testing  Fixed wiring inspections.	Medium	DSE Assessments for each staff member.   Regular checks on equipment  Ensure PAT testing completed	actions from DSE assessment are followed through   On-going	Manager  Office Staff  Office & Finance Manager  Site Warden	
<b>4 Bedroom</b>  Bunk Beds and ladder access  Drinks facility	All staff & users – lowering & raising of bunk beds trapping fingers etc  All staff & users – scalding or burning injuries	Ensure all staff know how to properly lower and raise bunk beds  Make staff & users aware of risk in relation to hot water.	Low  Low	Keep records of staff training.  Regular checks of the bunk beds for damage. Keep records of the inspections.  Hot water signed	On-going  On-going	Site Warden  All staff	
<b>8 Bedroom</b>  Bunk Beds and ladder access	All staff & users – lowering & raising of bunk beds trapping fingers etc	Ensure all staff know how to properly lower and raise bunk beds	Low	Keep records of staff training.  Regular checks of the bunk beds for damage. Keep records of the	On-going	Site Warden	



Steps between floors	All staf and visitors – falling up steps	General good house keeping – clear floor and stairs	Low	inspections.  Do the edge of the steps require high lighting?	On-going	Site Warden	
Drinks making facility	All staff & users – scalding or burning injuries	Make staff & users aware of risk in relation to hot water.	Low	Hot water signed  Ensure that clear stairs is always maintained  No	On-going	Site Warden	
<b><u>Stable rooms 3.4 &amp; 5</u></b>	All staff & users – scalding or burning injuries	Make staff & users aware of risk in relation to hot water.	Low	Is the hot water signed	On-going	Site Warden	
Drink making facility							
Electrical equipment	All staff & users – electrical shocks & burns from faulty equipment	Effective reporting of faulty equipment  PAT testing  Fixed wiring inspections.	Medium	Regular checks on equipment, records kept  Ensure PAT testing completed	On-going	Site Warden	
<b><u>Kentish Barn</u></b>	All staff & users – slamming or doors	Door are either shut or hooked securely when open	Low	Ensure that hooks to open doors are secure	No	Site Warden	
Entrance way/doors							
Electical equipment	All staff & users – electrical shocks &	Effective reporting of faulty equipment	Medium	Regular checks on equipment. Records	On-going	Site Warden	

Stage	burns from faulty equipment	PAT testing Fixed wiring inspections.	Low	of inspection held Ensure PAT testing completed	On-going	Site Warden Activity Manager (for activities) Office & Finance Manager (meetings)	
Heater	All staf and visitors – falling up steps, tripping over objects, slip on spillages	General good house keeping – clear stage area No trailing cables or leads	Low	Ensure loose carpet is not an issue. If loose repair or change.	On going	Site Warden	
	All staff & users – scalding or burning injuries	Protective guard over heater	Low	Ensure guard is not faulty include in check list and record checks.			
<b><u>Men's Toilet &amp; Shower Block</u></b>	All staf and visitors – falling up steps	Steps are clear and safe to use	Low	Ensure that steps are always clear	On-going	Site Warden	
Steps into toilets							
Doors, locks & mirrors	All users – trapped fingers, locks failing and getting locked in, cuts & injuries from broken mirror glass	Regular cleaning & maintenance Effective reporting of issues	Low	Maintain testing of doors & locks to ensure not faulty	On-going	Site Warden	
Hand-dryer	All users – electric shock, fire and burns	Effective reporting of faulty equipment	Low	Regular checks to be undertaken and recorded. Use a check list to help continuity of checks.	On-going	Site Warden	
	All users – slips from water spillage,	Spillages cleaned in a					

Slips & trips	uneven floor	timely manner Flooring made more stable & even	Medium	Wet floor signs available.	On-going	Site Warden	
Health & Hygiene	All users – cross contamination from bodily fluids	Regular & effective cleaning and disposal	High	Regular checks on flooring  Ensure correct PPE, ensure effective cleaning products available and ensure toilets, hand basins & showers are not faulty	On-going	Site Warden Office & Finance Manager	
<b><u>Ladies Toilet &amp; Shower Block</u></b>	All staf and visitors – falling up steps	Steps are clear and safe to use	Low	Ensure that steps are always clear	On-going	Site Warden	
Steps into toilets							
Doors, locks & mirrors	All users – trapped fingers, locks failing and getting locked in, cuts & injuries from broken mirror glass	Regular cleaning & maintenance Effective reporting of issues	Low	Maintain testing of doors & locks to ensure not faulty, keep records of inspections.	On-going	Site Warden	
Hand-dryer	All users – electric shock, fire and burns	Effective reporting of faulty equipment  Spillages cleaned in a	Low	Regular checks keep records of inspections.	On-going	Site Warden	

Slips & trips	All users – slips from water spillage, uneven floor	timely manner	Medium		On-going	Site Warden	
Health & Hygiene	All users – cross contamination from bodily fluids	Flooring made more stable & even Regular & effective cleaning and disposal	High	Wet floor signs available. Regular checks on flooring records held.	On-going	Site Warden Office & Finance Manager	
Sanitary Bins	All users – hygiene issues	Regular disposal	Low	Ensure correct PPE, ensure effective cleaning products available and ensure toilets, hand basins & showers are not faulty Check sheets, records held. Ensure correct PPE & correct disposal of items. Staff trained in use and disposal	On-going	Site Warden	
<b><u>Disabled Toilet &amp; Shower Block</u></b>	All users – trapped fingers, locks failing and getting locked in, cuts & injuries from broken mirror glass	Regular cleaning & maintenance Effective reporting of issues	Low	Maintain testing of doors & locks to ensure not faulty, keep records of inspections.	On-going	Site Warden	
Doors, locks & mirrors							
Slips & trips	All users – slips from water spillage, uneven floor	Spillages cleaned in a timely manner	Medium	Regular checks on flooring, records held.	On-going	Site Warden	

Health & Hygiene	All users – cross contamination from bodily fluids	Regular & effective cleaning and disposal	High	Ensure correct PPE, ensure effective cleaning products available and ensure toilets, hand basins & showers are not faulty, staff trained in correct use and disposal.	On-going	Site Warden Office & Finance Manager	
<b><u>Staff Toilet</u></b>	All users – trapped fingers, locks failing and getting locked in, cuts & injuries from broken mirror glass	Regular cleaning & maintenance Effective reporting of issues	Low	Maintain testing of doors & locks to ensure not faulty, records of inspections held.	On-going	Site Warden	
Doors, locks & mirrors							
Slips & trips	All users – slips from water spillage, uneven floor	Spillages cleaned in a timely manner	Medium	Wet floor signs available.	On-going	Site Warden	
Health & Hygiene	All users – cross contamination from bodily fluids	Regular & effective cleaning and disposal	High	Regular checks on flooring, records of inspections held.  Ensure correct PPE, ensure effective cleaning products available and ensure toilets, hand basins & showers are not faulty, records of	On-going	Site Warden Office & Finance Manager	

				inspections held, staff trained in the correct use and disposal of PPE.			
<b><u>Kitchen</u></b> Slips & Trips	All users – trip over objects & slips on spillages	<p>Good housekeeping – work areas kept tidy, goods properly stored</p> <p>Maintenance of equipment to prevent spillages</p> <p>Drainage channels &amp; drips trays for area of higher spillage risk</p> <p>Immediate cleaning of spillages with cleaning materials provided</p> <p>No obstruction on walkways</p>	Medium	<p>Consider floor surface – is it rough enough?</p> <p>Remind users to maintain good standard of housekeeping</p> <p>Ensure suitable footwear is used</p> <p>Wet floor signs available.</p>	On-going	Site Warden	
Fire	All users – smoke inhalation & burns	Fire Risk Assessment	High	Ensure regular checks are completed and recorded.	On-going	Site Warden	
Machinery & Kitchen Appliances	All users – risk of injury from machinery & kitchen appliances inc burns & cuts (minor – lethal)	<p>Users trained in how operate equipment safely</p> <p>Signage to alert to potential dangers</p> <p>Regular check of equipment</p>	High	<p>Training in equipment use records held.</p> <p>Eye wash available.</p>	On-going	<p>Site Warden</p> <p>Office &amp; Finance Manager</p>	
	All users – risk of gas	Regular checks on gas	High	Ensure machinery & appliances are fit for		Site Warden	

Gas Appliances	explosion	appliances Inspection, service & test carried out by qualified gas engineer annually	Medium	purpose and are repaired quickly by qualified person only using an approved contractors list.	On-going	Site Warden	
Electrical equipment	All staff & users – electrical shocks & burns from faulty equipment	Effective reporting of faulty equipment PAT testing Fixed wiring inspections.	Low – Medium	Ensure staff know where main isolation tap is and keep records of training. Sign the isolation point.	On-going	Site Warden	
Manual handling of heavy food items etc	All staff – risk of injury or back pain from handling heavy/bulky objects	High shelves for light objects only Working together to lift heavier items	Low – Medium		Research manual handling training	Site Warden Office & Finance Manager	
Hot water, oil, surfaces & steam	All users – scalding & burn injuries	Appropriate clothing to be worn Signage to warn of dangers	Medium	Regular checks on equipment records held. Ensure PAT testing completed and records held.	On-going	Site Warden Office & Finance Manager	
Knives	All users – cuts from blades	Training for use of appliances that could cause these issues Knives suitable stored when not in use (locked away to prevent access by children) 1 <sup>st</sup> Aid box in close	Medium	Ensure that all heavy objects (boxes of paper etc) are stored on low levels Manual handling training for staff Ensure signage is	Research knife and sharp object training	Office & Finance Manager	

		proximity		correct and adequate Ensure equipment is maintained to reduce risk Ensure training is adequate Knife training			
<b><u>Activity Office &amp; Staff Room</u></b> Steps between floors and slips & trips	All staf and visitors to Activity Office – falling up steps, tripping over objects, slip on spillages	General good house keeping – clear office floors and stairs Office is well lit No trailing cables or leads Staff keep work areas clear – no boxes left and deliveries put away immediately Office cleaned every day	Low	Ensure loose carpet is not an issue Ensure that clear floor and office area is always maintained	No	Activity Staff Activity Manager Cleaner Site Warden	
Manual handling of paper, office equipment etc	All staff – risk of injury or back pain from handling heavy/bulky objects	High shelves for light objects only Working together to lift heavier items	Medium	Ensure that all heavy objects (boxes of paper etc) are stored on low levels Manaul handling training for staff	Research manual handling training	Activity Staff Activity Manager Office & Finance Manager Site Warden	
Display screen	Staff – risk of posture	Workstation and		DSE Assessments	Ensure		



equipment	problems, strain injuries to hands and wrists and headaches/sore eyes	equipment set to ensure good posture, support for hands and wrists & to avoid glare from screens  Work planned to include regular breaks	Medium	undertaken by each staff member.	identified actions from DSE assessment are followed through	Activity Staff Activity Manager Office & Finance Manager	
Electrical equipment	Staff – electrical shocks & burns from faulty equipment	Effective reporting of faulty equipment  PAT testing  Fixed wiring inspections undertaken.	Medium	Regular checks on equipment undertaken and recorded.  Ensure PAT testing completed and records held.	On-going	Activity Staff Activity Manager Site Warden	
<b><u>Courtyard</u></b>							
Phone box	All staff & visitors – catching fingers in door, smashed glass panes	Monitoring use of the phone box – supervised  Regular checks on condition of phone box	Low	Record the inspections of the phone box.	On-going	Site Warden Activity Staff Activity Manager	
Uneven concrete	All users – trips	Ensuring that people walk and don't run in courtyard  Reporting & maintaining cracks and hazardous differences on the courtyard paving	Medium	Signs do not run/uneven surfaces?  Regular inspections of the courtyard and record.  Consider re-paving in courtyard	Research viability of re-paving courtyard  Repair where able	Site Warden LGF Management Team	
Picnic tables	All users – splinters from wood, broken seats etc	Regular checks & maintenance where necessary	Low	Inspections of the picnic tables recorded.	On-going	Site Warden	

				No			
<b><u>Cess pit area</u></b> between Barn and stables – unauthorised entry	Staff – uneven surface, electric pump	This area is fenced off and only staff should go in there.  Make adults aware that there are sharp objects in this area and is only accessed by centre staff.		No entry signage displayed. Regular checks of the fence undertaken and records of inspection held.	Regular checks and cleaning of signs	Site Warden	
<b><u>Fuel Tank</u></b>	Staff – uneven surface, electric pump	Area is fenced off and only site warden permitted to enter (as well as fuel contractors)	Low	Use of PPE  Ensure electric pump is maintained and tested properly	On-going	Site Warden	
<b><u>Gas and petrol cage</u></b>	All users – risk of explosion	Area is fenced & locked off and only site warden permitted to enter	Low	Regularly inspect the fence and keep a record of the inspections.  Signed No Entry/ signed highly flammable	On-going	Site Warden	
<b><u>Fires</u></b>	All staff & users – risk being burnt or loss of life	Fire evacuation plans are in place.  All alter fires are to have water buckets or sand	Medium	Signage displayed and regularly checked and cleaned	On-going	Site warden	

		<p>buckets close by.</p> <p>All alarms are tested and recorded regularly.</p> <p>Fire extinguishers are checked regularly.</p> <p>Smoking in designated areas only.</p> <p>Ash trays are emptied regularly</p> <p>Fire risk assessment undertaken.</p>					
<b><u>Litter and full bins</u></b>	All staff & users – risk of fire, risk of disease	<p>Ensuring bins are emptied regularly</p> <p>Ensuring necessary PPE etc is used</p> <p>Ensuring correct disposal of waste</p>	Low	Waste transfere notes held	On-going	Site Warden	
<b><u>Extreme weather conditions</u></b>	All staff & users  Minor, Serious injury/ Cuts, Bruises, back injury, broken bones.	<p>Ensure all pathways are kept clear and salted when needed.</p> <p>Ensure water is swept away when needed.</p> <p>Paths are checked regularly in icy/snowy conditions.</p>	Medium	<p>Check supplies of salt before the winter season.</p> <p>Devise a snow/bad weather plan indicating who carries out salting and which areas are to be salted/gritted.</p> <p>Cones and signs available to put in</p>	On-going	Site warden	

				place to indicate flood water. Drainage inspected and cleaned.			
Spread of viruses including covid 19	All staff & users Illness, loss of life	See Covid 19 separate risk assessment		Update regularly on government advice			
<b>Assessor name(s):</b>				<b>Job title:</b>			
<b>Signature:</b>				<b>Review date:</b>			