

Centre Risk Assessment

Hazard	Control Measure	Risk	Review
Slips, trips and falls - those at risk are: staff, customers and visitors due to staircases, floor coverings and possible trailing leads.	Business / Project / Functional Managers to put in place procedures for good housekeeping and to carryout quarterly safety audits. Staff to ensure customers and visitors at all locations receive a safety induction to the premises and observe safety procedures while on site. All incidents must be recorded and reported in compliance with company policy.	MED	Oct 2019
Fire - those at risk are: staff, customers and visitors. In an office environment due to combustible materials i.e. paper, cardboard etc. and potential sources of ignition i.e. discarded cigarettes, electrical equipment.	. Annual audit to be carried out by Hoyles Fire and Safety. Designated smoking areas, where necessary, to be adhered to and to have 'cigarette only' non-combustible waste bins. Centre Staff to ensure customers and visitors receive a safety induction to the centre and observe safety procedures while on site. Servicing and Testing log will be used to record extinguisher training, evacuation drills and fire risk assessment	MED	Oct 2019
Personal Emergency Evacuation Plans for disabled persons (PEEPs)	Business / Project / Functional Managers to put in place procedures for ensure all disabled persons (Clients or Staff) complete a PEEP plan. This will be carried out at induction stage.	MED	Oct 2019
Portable electrical appliances - those at risk are: staff, customers and visitors. Damaged cables and appliances have the potential to cause fires and electric shock.	Staff to visually inspect appliances for any obvious wear or damage and report, immediately, any concerns to the Business / Project / Functional Managers and the item removed from operational use. All portable electrical equipment to be visually inspected before use. Portable Appliance testing to be carried out every 2 years, with equipment labelled and results recorded at the centre and head office.	LOW	Oct 2019
Substances hazardous to health - those at risk are staff. In the office environment these consist of household cleaning products and general office proprietary equipment i.e. toner, correction fluid etc.	The Business / Project / Functional Managers must ensure compliance with the manufacturer's guidelines for safe use and disposal also any emergency action following contamination. Staff must highlight any concerns immediately to the Business / Project / Functional Managers. Quarterly site safety audits to monitor controls and compliance.	LOW	Oct 2019
Violence & Lone Working	See Health and Safety Policy	MED	Oct 2019
Safeguarding	See Health and Safety Policy	HIGH	Oct 2019
VDU Workstation Assessment	See Health and Safety Policy	MED	Oct 2019
Asbestos	See Health and Safety Policy	LOW	Oct 2019

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Monitoring:

The effectiveness of the control measures will be evaluated by collating information from the quarterly site safety audits, incident investigation and site visits by the Premises Manager, Standguide Group.

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