

Community Centre - Risk Assessment	13 Rotherham Road, New Houghton, Mansfield, Notts. NG19 8TE	Pleasley Parish Council	Date assessment was carried out: 16/4/25	Date of next review: 16/4/26
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?
Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages. Main steps upto main hall to be avoided by service users/visitors	<ul style="list-style-type: none"> <li>• General good housekeeping</li> <li>• Spillages should be cleaned up ASAP to avoid slip/trips.</li> <li>• All areas well lit, including stairs.</li> <li>• No trailing leads or cables.</li> <li>• Staff to keep work areas clear, e.g. no boxes left in walkways, deliveries stored immediately.</li> <li>• Building cleaned regularly by caretaker.</li> <li>• Clerk to be informed of any damaged flooring/carpet.</li> <li>• Visitors NOT to use the steps up to the main hall where possible as these can be slippy &amp; wet in cold weather.</li> <li>• Visitors should use the two main building entrances - double doors and rear ground floor room doors.</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain good housekeeping especially in kitchen &amp; toilets, eg on spills.</li> <li>• Handrail to be use if visitors use the steps up to the main hall.</li> <li>• Steps are treated with anti-algae treatment &amp; are jet washed by trained contractor on a regular basis to ensure they remain algae free</li> </ul>	All staff, supervisors to monitor

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Manual handling of tables and chairs	Staff risk injuries or back pain from handling - moving chairs, tables and equipment.	Use correct lifting technique and correct technique for pulling table legs into place, making sure the table are secure when in position.	Remind staff that they should not try to lift objects that look or appear too heavy to handle - two person lifts recommended for these items.	All staff, supervisors to monitor - consider lighter tables for The Verney to reduce weight
Working at height, carrying out maintenance - putting up decorations etc	Falls from any height can cause bruising and fractures.	Suitable ladders are provided for caretaker to use for everyday short maintenance task maintaining THREE points of contact. Other working at height work should be discussed with Clerk prior to starting work. • Caretaker should carry out ladder checks prior to use to ensure the ladder is in good condition with defects report to the Clerk.	Only Suitable ladders are used for working at height for short duration work, keeping two feet and at least one hand on the ladder while working. Clerk to be informed of additional work that is required to identify if this work should be carried out by a trained contractor.	All staff, supervisors to monitor

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Electrical	Staff / Users of the Centre could get electrical shocks or burns from using faulty electrical equipment. Electrical faults can also lead to fires	<ul style="list-style-type: none"> <li>• Staff trained to spot and report any defective plugs, discoloured sockets or damaged cable/equipment to Clerk</li> <li>• Defective equipment taken out of use safely and promptly replaced.</li> <li>• Staff not to bring in their own appliances, toasters, fans etc.</li> <li>• 5-year Electrical Fixed Wiring Testing carried out in March 2025.</li> <li>• Portable Appliance Testing for all appliances carried out March 2025</li> <li>• Electrical work to only be carried out a competent qualified Electrician.</li> </ul>	Staff to continue ongoing monitoring and visual inspection of electrical appliances	
Asbestos containing materials (ACMs) are presumed to present Downpipe in Toilet.	Staff carrying out normal activities at very low risk. Asbestos only a risk if fibres are released into air and inhaled. Maintenance workers most at risk.	Staff are aware of location of ACMs and location of Asbestos Survey/Register in place to instruct contractors of location of ACMs	<ul style="list-style-type: none"> <li>• No work to the downpipe is authorised to be undertaken, Staff to report any deterioration of downpipe. Clerk to visually annually inspect where practical to ensure no deterioration of material.</li> <li>• Clerk to make potential contractors aware of location of ACMs.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff aware of the location of ACM</li> <li>• Clerk to monitor condition of ACM'S on annual basis</li> </ul>

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Lone working	Staff could suffer injury or ill health while working alone in the Verney.	<ul style="list-style-type: none"> <li>• Clerk has contact numbers for Staff and next of Kin/ICE contact.</li> <li>• Caretaker/person responsible for locking up the building to staff check all areas, including toilets, before locking up at night.</li> </ul>	n/a	
Gas Safety	Risks of fire, explosion, gas leaks and carbon monoxide (CO Poisoning)	<ul style="list-style-type: none"> <li>• Ensure worker and public safety by maintaining and servicing gas fittings, including gas appliances by Gas Safe registered engineer used to service gas boiler and gas oven/hob in premise.</li> </ul>	Caretaker to report boiler faults to clerk to report to Gas Safe Registered installer	n/a
Fire	If trapped, staff could suffer fatal injuries from smoke inhalation/ burns.	fire risk assessment carried out	Ensure the actions identified as necessary by the fire risk assessment are done.	Clerk/Councillors

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Harmful Substances	Contact with materials or substances used or created at work could harm your health. These substances could be dusts, gases or fumes that you breathe in, or liquids, gels or powders that come into contact with your eyes or skin.	Materials and substances hazardous to health are locked away after use by the caretaker		