

Community Organisation Cloisters Risk Assessment

Please complete the tables on pages 1,2, and 6 below and return as a Word document to pete.myatt15@gmail.com at least 7 days before the date of the planned event. Thank you. Please note that the person completing the Risk assessment is also responsible for briefing the organisation's attendees of hazards, risks and control measures affecting the building and the organisations activities.

If activities, conditions, and/or circumstances change substantially for Regular Events a new form must be submitted.

If activities, conditions, and/or circumstances change substantially during a One Off event the risk assessment (Page 7) must be amended to show the new situation together with the control measures enacted for mitigation.

Any accident or incident must be documented and reported to htbembridge@gmail.com

Organisation name:	
Address:	The Cloisters, High Street, Bembridge
Leader(s)	
Tel:	
Email:	
Name of Person completing Risk Assessment :	
Signature of Person completing Risk Assessment :	
Assessment Date:	
Review Date:	
Event Type (Please delete* as appropriate)	Regular One-off*

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Public/Employers Liability Insurance provide by:	
Public/Employers Liability Insurance policy number and expiry date	
Safeguarding Policy -	
Specific Task Personnel (Please list person and task)	
Number of Attendees	
Activities (Please list)	
If the activity involves an audience list the names of Fire Marshalls	
Arrangements for Refreshments (Please name the person responsible for kitchen activities)	See also Cloisters Building specific hazards
Arrangements for Vulnerable Persons (Please list by vulnerability)	
Arrangements for Action in Case of Emergency	
First Aid Kit	First Aid kit in Kirch and Foyer
In an Emergency	See Emergency Plan
Contact details for carers of vulnerable people	

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Cloisters Building specific hazards			
Room/Area	What are the hazards? (Who may be harmed and how)	Risk Control Measures (Action required to eliminate/reduce risk)	Residual Risk (after action required to reduce risk)
Entrance foyer	All attendees Bruising fractures from slips trips and falls.	Keep area tidy Monitor for wet surfaces loose floor coverings, broken furniture. If necessary, take room/ furniture out of use. Keep area tidy, mop up spills immediately, pick up dropped material immediately.	Low
Meeting Room	All attendees Setting up chairs and tables Bruising fractures from slips trips and falls. Scalds hot from liquids Electric shock from faulty electrical equipment	Monitor for loose floor coverings, broken furniture. If necessary, take room/ furniture out of use. When moving tables chairs or other objects only lift weight within your capacity, seek help to move heavier objects. Keep area tidy, mop up spills immediately, pick up dropped material immediately. Check the integrity of leads and plugs on all portable electrical apparatus before use.	Low
Hall	All attendees Setting up chairs and tables Bruising fractures from slips trips and falls. Scalds hot from liquids Electric shock from faulty electrical equipment	Monitor for loose floor coverings, broken furniture. If necessary, take room/ furniture out of use. When moving tables chairs or other objects only lift weight within your capacity, seek help to move heavier objects. Keep area tidy, mop up spills immediately, pick up dropped material immediately. Check the integrity of leads and plugs on all portable electrical apparatus before use.	Low
Kitchen	People working in kitchen Infection, poisoning from poor hygiene. Bruising fractures from slips trips and falls, burns from appliances scalds from hot liquids especially when making serving tea and coffee burns and scalds from hot substances cuts from knives,	Maintain good personal hygiene. Ensure food storage and cooking guidelines are followed. Maintain food hygiene certification. Dispose of waste material at the end of the session. Look out for signs of vermin and act if infestation suspected. Keep area tidy, mop up spills immediately, pick up dropped material immediately. Do not distract someone who is using an appliance/cutting instrument. Warn others when moving/carrying/serving hot liquids/substances. Use protective gloves when clearing/disposing of broken glass and crockery.	Low

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Cloisters Building specific hazards			
Room/Area	What are the hazards? (Who may be harmed and how)	Risk Control Measures (Action required to eliminate/reduce risk)	Residual Risk (after action required to reduce risk)
	sharp edges, broken glass, crockery.		
Toilets	Attendees especially vulnerable people. Getting shut in Bruising from falling on wet surfaces Scolding hands on hot water	Monitor toilets regularly Keep area tidy, mop up spills immediately, pick up dropped material immediately. Signs warning of water temperature Emergency Alarm system in disabled toilet	Low
Outside Area	Attendees especially vulnerable people. Tripping or falling on slope or hard surfaces Scratches from brambles and plants	Slope salted on frosty days Keep area tidy, remove trip hazards Arrange help for people with mobility issues .	Low

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Risk Assessment Grading

The activity specific risk assessment requires the assessor to grade the likelihood and severity of an accident or incident and record the action taken to eliminate or reduce the overall risk to low.

The likelihood of something happening can be graded as:	The severity of injury if something does happen can be graded as
1 = Low (Seldom)	1 = Low (Minor cuts and bruises)
2 = Medium (Frequently)	2 = Medium (Serious injury or incapacitated for 3 days or more)
3 = High (Certain or near certain)	3 = High (Fatality or a number of persons seriously injured)

Having assessed both likelihood and severity, a risk rating can be calculated by multiplying the likelihood with the severity. This will give a rating from 1 to 9.

Example

Activity specific hazards (please list activities)	What are the hazards? (Who may be harmed and how)	Likelihood (L)	Severity (S)	Risk Rating (LXS)	Action required to eliminate/reduce risk	Residual Risk (after action required to reduce risk)
Pouring boiling water into a cup	Spilling water onto the operator's hand Operator scalded by boiling water	2	2	4	Place the cup on a tray, keep hands away from cup whilst pouring.	Low

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Please complete this table for all the activities to be undertaken by your organisation.

Community Organisation Cloisters Activity Specific Risk Assessment						
Activity specific hazards (please list activities)	What are the hazards? (Who may be harmed and how)	Likelihood (L)	Severity (S)	Risk Rating (LXS)	Action required to eliminate/reduce risk	Residual Risk (after action required to reduce risk)
Setting up chairs and tables	All attendees Setting up chairs and tables.	2	4	8	When moving tables chairs or other objects only lift weight within your capacity, seek help to move heavier objects	low
Making tea and coffee	All attendees Scalds hot from liquids.	2	3	6	Warn others when moving/carrying/serving hot liquids/substances	low
Plugging in equipment like laptops	All attendees Electric shock from faulty electrical equipment	1	4	4	Check the integrity of leads and plugs on all portable electrical apparatus before use.	low

DRAFT FOR DISCUSSION

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Emergency Plan

Emergency <i>Please add additional potential emergencies if pertinent to your event</i>	Action required <i>Please add additional actions if pertinent to your event</i>	Who is responsible for action
Fire	Raise the alarm. Call the fire brigade 999 giving precise location of fire. Direct all persons to safety. Try to clear a path for the fire appliance. Tackle the fire only if safe to do so.	
Serious Medical (Head injury, Spine injury, Stroke , Heart attack)	Call an ambulance 999 giving precise location of casualty and if possible, nature of emergency. Call a First Aider.	
Minor Medical (Cut, bruise, vomiting, suspected broken bone)	Call a First Aider/Take the casualty to the first aid station.	
Collapse of structure	Raise the alarm. Call the fire brigade 999 giving precise location of structure. Direct all persons to safety.	
Other please list		

Emergency Services – Call 999

NHS Helpline – Call 111

Nearest Hospital – St Mary's Parkhurst Road, Newport PO30 5TG 01983 534161 (24 hours)

Nearest GP Surgery - St Helens Medical Centre Upper Green Road, St Helens PO33 1UG 01983 871828 (Not 24 hours)

Associated Document HT0037 Organisation Risk Assessment Procedure