

Risk Assessment Form PS4 F1
Issue No.1

SERVICE: Youth Service			LOCATION: :Lineham Farm				
ACTIVITY: Use of Lounge Area at Lineham Farm							
Responsible Manager		Tamzin Glindon	Signature		<i>T Glindon</i>	Date	03.10.2019
Assessment by	Tamzin Glindon	Signature	<i>T. Glindon</i>	Date	03/10/2019	Review Date	Oct 2020
What are the hazards?	Who might be harmed and how	Evaluate the risks. What are you already doing?	What further action is necessary?	Action By Whom?	Action By When?	Complete Y/N (Date)	
Spiral Stair Case	ALL staff, visiting groups, children & young people, members of the public	<ul style="list-style-type: none"> • Risk of banging head on the stairs • Risk of falling over the stairs • Risk of tripping on stairs 	<ul style="list-style-type: none"> • Sofas/table/plants are placed in strategic positions to prevent people getting close enough to bang their heads. • Groups are made aware when they arrive of the potential hazard. • People to be instructed to use the handrail when going up and down the stairs • People to be made aware that the staircase is solid metal and is a hazard. 	Already in place	N/A	Y	13/11/2014
				Already in place	N/A	Y	13/11/2014
				Already in place	N/A	Y	13/11/2014
				Already in place	N/A	Y	13/11/2014
Step between Kitchen and window	ALL staff, visiting groups, children & young people, members of the public	<ul style="list-style-type: none"> • Risk of tripping up or down step • Risk of not seeing the step 	<ul style="list-style-type: none"> • Step is pointed out to everyone as a hazard • Permanent hazard tape to be attached to the step 	Already in place To be done	As soon as possible	13/11/2014	As soon as possible

Fire place	ALL staff, visiting groups, children & young people, members of the public	See Fire Place Risk Assessment	See Fire Place Risk Assessment	Already in place	N/A	13/11/2014
Balcony	ALL staff, visiting groups, children & young people, members of the public	<ul style="list-style-type: none"> • Risk of falling from the balcony • Risk of getting limbs trapped in the balustrades 	<p>Point out to all visiting groups the risk of the balcony and tell people not to climb on the balustrades.</p> <p>Ensure the balcony is roped off so that supervised access only</p>	Already done	N/A	13/11/2014
Low ceiling/ beams	ALL staff, visiting groups, children & young people, members of the public	<ul style="list-style-type: none"> • Risk of banging head on low ceilings(wooden beams) 	<p>Point out low ceilings and beams on the balcony</p> <p>Ensure the balcony is roped off so that supervised access only</p>	Already done	N/A	13/11/2014
Small wall near kitchen door	ALL staff, visiting groups, children & young people, members of the public	<ul style="list-style-type: none"> • Risk of falling or tripping over the wall and banging head • Falling off wall 	<p>Point out small wall to visitors</p> <p>No standing on the small wall</p>	Already done	N/A	13/11/2014
Pointing in the floor	ALL staff, visiting groups, children & young people, members of the public	<ul style="list-style-type: none"> • Risk of getting toes trapped in the small holes in the floor • Risk of tripping 	Missing pointing in the floor to be filled in	RP/PC/ Contractor	3 – 6 months – 13/05/2016	Y
Hot Water pipes	ALL staff, visiting groups, children & young people, members of the public	<ul style="list-style-type: none"> • Risk of burning of skin on hot water pipes for heating 	All pipes lagged	LF Staff	ongoing	yes
Carrying hot drinks through	ALL staff, visiting groups, children & young people,	<ul style="list-style-type: none"> • Risk of burns and scalds 	All hot drinks to be carried through lounge area on a tray.	Staff to enforce	ongoing	Yes

<p>the lounge area</p>	<p>members of the public</p>		<p>If carrying drinks through the lounge area can be avoided then this should be the course of action.</p> <p>Ideally hot drinks to be in tea pots or coffee pots to help reduce instance of spillage</p>			
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