

Risk Assessment Form PS4 F1
Issue No.1

SERVICE: Youth Services				LOCATION: Lineham Farm Children's Centre					
ACTIVITY: Games Room									
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)	
Small wall on left hand entrance to games room	ALL staff, visiting groups, children & young people, members of the public	Risk of falling or tripping over the wall and banging head Falling off wall		Point out small wall to visitors No standing on the small wall Walk round the wall at all times		Welcome talk/ Show round for weekend groups	N/A	13/11/2014	
Equipment in games room	ALL staff, visiting groups, children & young people, members of the public	<ul style="list-style-type: none"> Use all the equipment in the games room responsibly and as directed by supervising staff. Use equipment in room for what it was designed for and no other activity 		All supervising staff to properly supervise group using the equipment All breakages/ tears to pool table cloth/ loss of equipment to be immediately reported and paid for if necessary by responsible party.		N/A	N/A		
Trips/ Falls	ALL staff, visiting groups, children &	Risk of banging into equipment and other people		Use games room for what is was designed for. Walk round room not run round. Visiting staff to properly supervise		N/A	N/A		

	young people, members of the public		group No access to stairs to office			
Carrying hot drinks through the games room	ALL staff, visiting groups, children & young people, members of the public	Risk of burns and scalds	All hot drinks to be carried through games room on a tray. If carrying drinks through the games room can be avoided then this should be the course of action. Ideally hot drinks to be in tea pots or coffee pots to help reduce instance of spillage	N/A	N/A	
Chemicals/ Cleaning Products in cleaning cupboard	ALL staff, visiting groups, children & young people, members of the public	Risk to health if people come into contact with the chemicals and products in the cleaning cupboard	Cleaning cupboard to be kept locked at all times unless something is being removed or placed back in the cupboard. Check we are compliant with COSHH regulations regarding the products in the cleaning cupboard.	N/A	N/A	
Access to gift shop	ALL staff, visiting groups, children & young people, members of the public	Risk of money being mismanaged Risk of goods going missing Risk of money going missing Loss of earnings from the stock in the shop	Only LF staff team to be able to enter the Gift shop at anytime.	N/A	N/A	

Risk Assessment Form PS4 F1- Continued

ACTIVITY:						
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)

