


Fakenham Community Campus Trust Limited Risk Assessment

Section A: Activity						Risk Matrix																													
<p>General access and use of the premises. The Centre is accessed by members of the public and contractors. It is hired by numerous organisations for business and leisure activities and comprises a large entertainment hall, smaller meeting rooms, a kitchen and toilet facilities. There is a cashpoint and coin machine situated in the foyer. The Centre is open to the public between 8.00am and 10.00 pm and available for hire until midnight.</p>						<table border="1"> <tr> <td>5</td><td>10</td><td>15</td><td>20</td><td>25</td> </tr> <tr> <td>4</td><td>8</td><td>12</td><td>16</td><td>20</td> </tr> <tr> <td>3</td><td>6</td><td>9</td><td>12</td><td>15</td> </tr> <tr> <td>2</td><td>4</td><td>6</td><td>8</td><td>10</td> </tr> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td> </tr> </table>					5	10	15	20	25	4	8	12	16	20	3	6	9	12	15	2	4	6	8	10	1	2	3	4	5
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Persons exposed to the Work Activity (Y or N)																																			
Employees	x	Public/ visitors	Y	Other Contractors	Y																														
Likelihood (L)																																			

Section B									
Identified Hazard/Event	L	C	IR	Control Measures	L	C	RR	Further Action	
Fire causing injury or death to users of the premises.	2	5	15	<ul style="list-style-type: none"> No smoking on the premises Electrical testing carried out Premises checked when centre closed to avoid arson risk Fire extinguishers checked regularly and serviced annually by competent person Fire risk assessment in place and actions completed Hirers provided with emergency action information Fire exit signage in place and checked Emergency lighting in place and checked 	1	5	5		
Electrical problems causing shocks, burns or fatalities	3	5	15	<ul style="list-style-type: none"> Any electrical works undertaken by competent persons (contractors) Visual inspection and PAT of equipment undertaken Electrical testing carried out every three years 	1	5	5		
Traffic -injury caused by vehicle collision or by vehicle /pedestrian collision	3	5	15	<ul style="list-style-type: none"> Clear marking of car parking area Designated drop off zone Area well lit Any potential issues to be reported to NNDC as responsible for car park area 	1	5	5	NNDC to be contacted regarding car park lighting	

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Section B									
Identified Hazard/Event	L	C	IR	Control Measures	L	C	RR	Further Action	
Risks presented by cash machine – <ul style="list-style-type: none"> • Damage to building and potentially users by attempted access to cashpoint (ram raiding) • Violence and aggression from persons unable to withdraw money /cards withheld etc. 	2	5	10	<ul style="list-style-type: none"> • Strategically placed large planters near entrance to deter vehicle access • Cashpoint is positioned several meters inside foyer behind a pillar to reduce unwanted access • CCTV in operation, directed at cash machine • Insurance in place for damage to property 	1	5	5	Sign to be displayed advising that no-one on the premises has access to the cash machine and any queries or complaints should be directed to the ATM providers, NCAUK.	
Injury to centre users through slips, trips and falls caused by poor flooring, spillages, trailing leads etc.	3	4	12	<ul style="list-style-type: none"> • Centre is monitored daiy for hazards, documented checks carried out weekly. • External paths kept free of hazards such as algae, leaves, ice etc as far as possible. • Hirers instructed not to place obstacles in walkways /exits etc • Walkways to be clear of potential hazards , e.g. damaged paving slabs, drain covers, etc to be checked on a regular basis for damage / removal 	1	4	4		
Asbestos -exposure to centre users caused by disturbance of asbestos.	2	5	10	<ul style="list-style-type: none"> • Asbestos survey has been carried out and remedial works undertaken • Identified areas monitored for any signs of disturbance /deterioration 	1	5	5		
Injury or ill health to users caused by faulty gas system i.e leaks, explosion	2	5	10	<ul style="list-style-type: none"> • Equipment serviced and maintained by competent person • No unauthorized access to equipment • Weekly documented building inspections 	1	5	5		
Ill health caused to Centre users by hazardous substances i.e cleaning products	2	4	8	<ul style="list-style-type: none"> • Products are provided by the Company for use by the cleaning/maintenance contractor only • Safety data sheets provided as applicable 	1	4	4		

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			8	<ul style="list-style-type: none"> Hazardous substances stored securely and cannot be accessed by the public. 			4		

Section B									
Identified Hazard/Event	L	C	IR	Control Measures	L	C	RR	Further Action	
Ill health caused to Centre users through poor hygiene	2	4	8	<ul style="list-style-type: none"> Regular cleaning schedule in place Hirers responsible for their own food hygiene adherence and will follow rules for kitchen use Handwashing/ sanitation provided Waste removed by hirers/ caretaker daily to avoid infestation 	1	4	4		
Ill health or injury caused to users by user activities	2	4	8	<ul style="list-style-type: none"> Users responsible for their own activities and to carry out / provide risk assessments to cover Bookings secretary to advise users as such when taking bookings. Request sight of risk assessments as and when necessary 	1	4	4		

Further Action Required	By Who	By When	Completed
NNDC to be contacted (via Jeremy Punched) ref poor quality lighting of car park area	B Bratt	30.11.25	
Sign to be displayed on ATM that no one on the premises has access to ATM cash and any queries / complaints to be directed to NCAUK	A Vertigan	30.11.25	

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Further Action Required	By Who	By When	Completed

Assessors Name	Assessors Signature	Assessment Date	