

This Risk Assessment of the SCLT Community Hub has been undertaken to control the risks to people who use the hub and are involved in its maintenance and upkeep. This Risk Assessment should be read in conjunction with the SCLT Health, Safety, and Wellbeing Policy, and SCLT Community Hub Management Plan, and Community Hub Hire Agreement, which describes responsibilities, protocols and procedures in the event of a risk occurring.

A copy is available to view in the reception and kitchen areas. The Risk Assessment will be reviewed annually, or immediately if any changes occurred to the hub.

Risk Assessment for SCLT Community Hub				Date: March 2025				
HAZARD IDENTIFIED	LIKELIHOOD	CONSEQUENCE	RISK RATING	ACTION REQUIRED	CONTROL ACTION (DOCUMENT OVERLEAF)			PERSON RESPONSIBLE FOR CONTROL ACTION
					1	2	3	
	Very Likely Likely Unlikely Very Unlikely	Fatality Major Injuries Minor Injuries Negligible Injuries	High Medium Low		DATE	DATE	DATE	
1. Trips slips and falls Users of the Hub may suffer injuries such as fractures or	Likely	Minor injuries	Low	All staff, volunteers, users, contractors made aware of H&S responsibilities and location of the first aid kit and what to do in the case of an injury		March 2025	Aug 26	SCLT Coordinator

bruising if they slip, e.g. on spillages or trip over objects.				<p>or emergency. Procedures are included in the Hub H&S management plan and hire agreement.</p> <p>Usage procedure and hire agreement state the requirement to clear up and remove trip and slip hazards after use.</p> <p>All slip and trip hazards will be removed when the building is not in use.</p> <p>The office has cable ties and tidies for computer and office equipment.</p>				
<p>2. Electrical.</p> <p>Use of malfunctioning or faulty electrical equipment could cause electrocution to users or cause fire.</p>	Unlikely	Major injury	High	<p>All electrical equipment is PAT tested annually.</p> <p>All hard-wired equipment is checked and tested annually including cookers and heaters.</p> <p>All staff, volunteers, users, contractors made aware of H&S responsibilities and location of the first aid kit and what to do in the case of an injury or emergency. Procedures are included in the Hub H&S management plan and hire agreement.</p>	March 2025	Aug 26		SCLT Coordinator
<p>3. Burns scolds and allergic reactions</p> <p>The cleaner and others cleaning, risk skin problems i.e. dermatitis and eye damage from direct contact with cleaning chemicals.</p>	Likely	Minor injury	Low	<p>All staff, volunteers, users, contractors made aware of H&S responsibilities and location of the first aid kit and what to do in the case of an injury or emergency. Procedures are included in the Hub H&S management plan and hire agreement.</p> <p>Cleaners are COSHH trained and aware of the use and storage of the hazardous chemicals.</p>	March 2025	Aug 26		SCLT Coordinator

<p>4. Fire.</p> <p>If trapped by fire, user of the Hub could suffer smoke inhalation and burns.</p>	Unlikely	Major injuries/fatality	High	<p>What to do in case of a fire is included in Hub H&S management plan, hire agreement, and induction process.</p> <p>All fire exits are marked and the meeting point is outside the front of the hub in the carpark.</p> <p>The building is fitted with a fire alarm system.</p>		March 2025	Aug 26	SCLT Coordinator
<p>4. Inappropriate lifting</p> <p>Staff, volunteers, and users of the hub may injure themselves through handling heavy objects.</p>	Likely	Major injuries	High	<p>All staff, volunteers, users, contractors made aware of H&S responsibilities. Procedures are included in the Hub H&S management plan, hire agreement, and staff and volunteer induction process.</p>		March 2025	Aug 26	SCLT Coordinator
<p>5. Cuts, abrasions and puncture wounds</p> <p>Users, staff, contractors of the hub could be injured during activity in the building.</p>	Likely	Negligible injuries	Low	<p>All staff, volunteers, users, contractors made aware of H&S responsibilities. Procedures are included in the Hub H&S management plan, hire agreement, and staff and volunteer induction process. The first aid kit is located in the kitchen and information on the nearest emergency services are located in the reception area.</p>		March 2025	Aug 26	SCLT Coordinator
<p>6. Data Breach</p>	Unlikely	Minor	Low	<p>Data protection policy is in place.</p>		March 2025	Aug 26	SCLT Coordinator

Personal data could be accessed via the computers located in the office in the hub or if documents containing personal information are left around.				<p>All computers are password protected and staff and volunteers are made aware of how to keep personal data safe.</p> <p>The public area of Hub should be cleared after each use and it is made clear it users responsibility to remove documentation after each use in the hire agreement, and H&S policies.</p>				
<p>7. Working at height</p> <p>Users of the building, staff and contractors could be injured if working at height during Hub activities or maintenance.</p>	Unlikely	Major injuries	High	<p>All staff, volunteers, users, contractors made aware of H&S responsibilities. Procedures are included in the Hub H&S management plan, hire agreement, and staff and volunteer induction process. The first aid kit is located in the kitchen and information on the nearest emergency services are located in the reception area.</p> <p>Protocol for working at height included in hire agreement and H&S policy and Hub H&S management plan. Contractors are responsible for following responsible practices. Staff and volunteers are made award of safe practices when working at height.</p>		March 2025	Aug 26	SCLT Coordinator
<p>8. Safeguarding</p> <p>Children and vulnerable adults could be at risk when using the Hub.</p>	Unlikely	Major injuries	High	<p>SCLT safeguarding policy in place.</p> <p>Staff and directors to receive level 2-3 safeguarding training.</p> <p>All volunteers to review level 1 safeguarding briefing.</p>		March 2025	Aug 26	SCLT Coordinator

				All users or contractors are made aware of safeguarding responsibilities.				
9. Falling objects Users of the hub could be injured by falling objects or unsecure objects of shelving in the storage cupboard.	Unlikely	Major injuries	High	All staff, volunteers, users, contractors made aware of H&S responsibilities. Procedures are included in the Hub H&S management plan, hire agreement, and staff and volunteer induction process. The first aid kit is located in the kitchen and information on the nearest emergency services are located in the reception area. All shelving is bolted to the wall in the storage cupboard and doors are on all cupboard in the kitchen.		March 2025	Aug 26	SCLT Coordinator

Compiled By

PRINT NAME

JUDY TALBOT

SIGNATURE



LIKELIHOOD	CONSEQUENCE	RISK RATING																									
(The Chance of the hazard or event actually occurring during the life of the plant/exhibit/show)	(The extent of the harm (injury or ill health) should it actually occur)	(Once the likelihood and consequence of each hazardous event or situation has been decided, the risk is to be rated using the following table)																									
<p>VERY LIKELY Could happen frequently</p> <p>LIKELY Could happen occasionally</p> <p>UNLIKELY Could happen, but only rarely</p> <p>VERY UNLIKELY Could happen, but probably never will</p>	<p>FATALITY</p> <p>MAJOR INJURIES Normally irreversible injury or damage to health</p> <p>MINOR INJURIES Normally reversible injury or damage to health requiring several days off work</p> <p>NEGLIGIBLE INJURIES Injuries requiring First Aid Only</p>	<p style="text-align: center;">LIKELIHOOD</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">CONSEQUENCE</th> <th>Very Likely</th> <th>Likely</th> <th>Unlikely</th> <th>Very Unlikely</th> </tr> </thead> <tbody> <tr> <td>Fatality</td> <td>HIGH</td> <td>HIGH</td> <td>HIGH</td> <td>MEDIUM</td> </tr> <tr> <td>Major Injury</td> <td>HIGH</td> <td>HIGH</td> <td>MEDIUM</td> <td>MEDIUM</td> </tr> <tr> <td>Minor Injury</td> <td>HIGH</td> <td>MEDIUM</td> <td>MEDIUM</td> <td>LOW</td> </tr> <tr> <td>Negligible Injury</td> <td>MEDIUM</td> <td>MEDIUM</td> <td>LOW</td> <td>LOW</td> </tr> </tbody> </table>	CONSEQUENCE	Very Likely	Likely	Unlikely	Very Unlikely	Fatality	HIGH	HIGH	HIGH	MEDIUM	Major Injury	HIGH	HIGH	MEDIUM	MEDIUM	Minor Injury	HIGH	MEDIUM	MEDIUM	LOW	Negligible Injury	MEDIUM	MEDIUM	LOW	LOW
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DOCUMENTATION OF CONTROL ACTION PROPOSED

Activity:		Date:
	HAZARD IDENTIFIED	CONTROL ACTION
1	<p>Trips slips and falls</p> <p>Users of the Hub may suffer injuries such as fractures or bruising if they slip, e.g. on spillages or trip over objects.</p>	<p>All staff, volunteers, users, contractors made aware of H&S responsibilities and location of the first aid kit and what to do in the case of an injury or emergency. Procedures are included in the Hub H&S management plan and hire agreement.</p> <p>Usage procedure and hire agreement state the requirement to clear up and remove trip and slip hazards after use.</p> <p>All slip and trip hazards will be removed when the building is not in use.</p> <p>The office has cable ties and tidies for computer and office equipment.</p>
2	<p>Electrical.</p> <p>Use of malfunctioning or faulty electrical equipment could cause electrocution to users or cause fire.</p>	<p>All electrical equipment is PAT tested annually.</p> <p>All hard-wired equipment is checked and tested annually including cookers and heaters.</p> <p>All staff, volunteers, users, contractors made aware of H&S responsibilities and location of the first aid kit and what to do in the case of an injury or emergency. Procedures are included in the Hub H&S management plan and hire agreement.</p>
3	<p>Burns scolds and allergic reactions</p> <p>The cleaner and others cleaning, risk skin problems i.e. dermatitis and eye damage from direct contact with cleaning chemicals.</p>	<p>All staff, volunteers, users, contractors made aware of H&S responsibilities and location of the first aid kit and what to do in the case of an injury or emergency. Procedures are included in the Hub H&S management plan and hire agreement.</p> <p>Cleaners are COSHH trained and aware of the use and storage of the hazardous chemicals.</p>

4	<p>Fire.</p> <p>If trapped by fire, user of the Hub could suffer smoke inhalation and burns.</p>	<p>What to do in case of a fire is included in Hub H&S management plan, hire agreement, and induction process.</p> <p>All fire exits are marked and the meeting point is outside the front of the hub in the carpark.</p> <p>The building is fitted with a fire alarm system.</p>
5	<p>Inappropriate lifting</p> <p>Staff, volunteers, and users of the hub may injure themselves through handling heavy objects.</p>	<p>All staff, volunteers, users, contractors made aware of H&S responsibilities. Procedures are included in the Hub H&S management plan, hire agreement, and staff and volunteer induction process.</p>
6	<p>Cuts, abrasions and puncture wounds</p> <p>Users, staff, contractors of the hub could be injured during activity in the building.</p>	<p>All staff, volunteers, users, contractors made aware of H&S responsibilities. Procedures are included in the Hub H&S management plan, hire agreement, and staff and volunteer induction process. The first aid kit is located in the kitchen and information on the nearest emergency services are located in the reception area.</p>
7	<p>Data Breach</p> <p>Personal data could be accessed via the computers located in the office in the hub or if documents containing personal information are left around.</p>	<p>Data protection policy is in place.</p> <p>All computers are password protected and staff and volunteers are made aware of how to keep personal data safe.</p> <p>The public area of Hub should be cleared after each use and it is made clear it users responsibility to remove documentation after each use in the hire agreement, and H&S policies.</p>
8	<p>Working at height</p>	<p>All staff, volunteers, users, contractors made aware of H&S responsibilities. Procedures are included in the Hub H&S management plan, hire agreement, and staff and volunteer induction process. The first aid kit is located in the kitchen and information on the nearest emergency services are located in the reception area.</p>

	Users of the building, staff and contractors could be injured if working at height during Hub activities or maintenance.	Protocol for working at height included in hire agreement and H&S policy and Hub H&S management plan. Contractors are responsible for following responsible practices. Staff and volunteers are made aware of safe practices when working at height.
9	Safeguarding Children and vulnerable adults could be at risk when using the Hub.	SCLT safeguarding policy in place. Staff and directors to receive level 2-3 safeguarding training. All volunteers to review level 1 safeguarding briefing. All users or contractors are made aware of safeguarding responsibilities.
10	Falling objects Users of the hub could be injured by falling objects or unsecure objects of shelving in the storage cupboard.	All staff, volunteers, users, contractors made aware of H&S responsibilities. Procedures are included in the Hub H&S management plan, hire agreement, and staff and volunteer induction process. The first aid kit is located in the kitchen and information on the nearest emergency services are located in the reception area. All shelving is bolted to the wall in the storage cupboard and doors are on all cupboard in the kitchen.

HAZARD IDENTIFICATION AND SAFETY PROCEDURES

COST CODE: _____

INSTALLATION

Transport

Weight

Drilling / Anchoring

Working at Height

Manual Handling

Assembly

ERGONOMIC

CHEMICAL

Dust

Fumes

Gases

Vapours / Mists

Toxic

Corrosive

Compressed Gas (Flammable)

Compressed Gas (Non-Flammable)

PHYSICAL

Noise

Vibration

Glare / Too Dark

Strobe

Heat

Hot / Cold Surface

Radiation

Laser

Reach

Choke (small parts)

Finger Pinches / Traps

Leg / Arm Traps

Trips / Slips

Confined Space

BIOLOGICAL

Mould / Algae

Legionella

Human Waste

Bodily Fluids

Electrical

High Voltage (>24Volts)

Electricity & Water

Entanglement

Friction / Abrasion

Sharp Edges

Shear Traps

Running Nips

Stabbing

Impact

Crushing

Implosion

Explosion

Compressed Air

Source of Ignition

Magnetic Field

Mechanical Failure

