

# RISK ASSESSMENT: Use of Croft Centre Building

Completed by: Ferny Crofts Operations Team

Date: January 2024

Review Date: January 2025



What is the Hazard?	Who may be harmed?	How might people be harmed?	Risk Rating			Control Measures in Place	Remaining Risk		
			Probability	Severity	Risk		Probability	Severity	Risk
<b>Slips, Trips and Falls</b>	Staff Visitors	Bruises, cuts, grazes, broken bones, sprains	3	3	9	<ul style="list-style-type: none"> <li>• Sensor Lights in corridors</li> <li>• Exit routes from the building are lit with emergency lighting in the event of power failure.</li> <li>• Commercial grade non-slip flooring or carpets in building.</li> <li>• Ensure that all worn, curled or frayed edges on carpets are repaired or replaced as soon as practical</li> <li>• Access to a mop, bucket and suitable equipment, for visitors to clean up any wet slip hazard areas.</li> <li>• All staff &amp; visitors to ensure that exits and passageways are kept clear at all times</li> </ul>	1	3	3
<b>Fire</b>	Staff Visitors	Smoke inhalation or burns, possible death.	4	5	20	<ul style="list-style-type: none"> <li>• Yearly PAT testing of electrical equipment.</li> <li>• Fire extinguishers provided throughout building</li> <li>• Fire Doors fitted throughout to prevent spread of fire.</li> <li>• Kitchen gas supply fitted with emergency shut-off buttons.</li> <li>• Annual Gas Safety checks carried out.</li> <li>• Site-wide fire risk assessment carried out bi-annually by external professional organisation. Actions raised acted upon asap.</li> <li>• Fixed wire electrical supply test carried out every 5 years</li> </ul>	1	5	5

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						<ul style="list-style-type: none"> <li>• Fire Alarm installed, linked to neighbouring building and system alerts Duty Manager. Alarm is serviced annually by external fire safety organisation, and checked weekly by Ferny Crofts staff.</li> </ul>			

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<b>Failure to exit buildings in the event of an emergency evacuation</b>	Staff Visitors	Hazards associated with fire including burns and smoke inhalation. Danger of Death	2	5	10	<ul style="list-style-type: none"> <li>• Fire Alarm installed, linked to neighbouring building and system alerts Duty Manager. Alarm is serviced annually by external fire safety organisation, and checked weekly by Ferny Crofts staff.</li> <li>• Clear evacuation process and clearly marked escape routes.</li> <li>• All buildings are fitted with emergency push bars on fire exits, with doors opening outwards which are tested</li> <li>• All exit routes are adequately lit with emergency lighting which illuminates in the event of power loss.</li> <li>• Bedroom windows fitted with latch to allow escape.</li> <li>• All staff &amp; visitors to ensure that exits and passageways are kept clear at all times</li> </ul>	1	5	5

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<b>Legionella</b>	Staff Visitors	Risk of Legionella infection	2	4	8	<ul style="list-style-type: none"> <li>All taps and shower heads descaled on a monthly basis.</li> <li>All taps flushed for 2 minutes on a weekly basis and results recorded</li> <li>Hot water urn descaled on a monthly basis</li> <li>Legionella Risk Assessment carried out bi-annually by external qualified organisation.</li> <li>Cold water tanks cleaned on a regular basis in accordance with the Legionella Risk Assessment detailed above.</li> <li>Monthly checks carried out on water temperature</li> </ul>	1	4	4

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<b>Gas Leaks</b>	Staff Visitors	Nausea, dizziness and even unconsciousness, Risk of explosion causing injury or death from fire or flying debris	3	5	15	<ul style="list-style-type: none"> <li>Commercial standard extractor fans installed to remove gas fumes. Gas supply will not function if extractor is not activated.</li> <li>Extractor fan fitted above the oven which covers the entire unit size.</li> <li>Annual gas safety checks carried out on all appliances.</li> <li>All gas equipment installed and maintained by accredited Gas Safe engineers.</li> </ul>	1	5	5

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<b>Electrical Supply and Electrical Appliances</b>	Staff Visitors	Electrocution, burns, fire or death caused by faulty insulation or overloading of sockets	3	5	15	<ul style="list-style-type: none"> <li>All electrical works carried out by NICEIC accredited electricians.</li> <li>Electrical supply fixed wire testing carried out at least every 5 years by NICEIC accredited electricians.</li> <li>Yearly PAT testing of all electrical appliances in the building.</li> <li>Appliances immediately removed from use if any damage observed or reported.</li> </ul>	1	5	5

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<b>Use of Chemicals</b>	Staff Visitors	Burns and allergies caused by exposure to chemicals such as detergents, caustic or oven cleaners, soaps, chlorine based products and other cleaning agents.	3	3	9	<ul style="list-style-type: none"> <li>Cleaning chemicals supplied to customers are of low risk to health according to COSHH risk assessment.</li> <li>Cleaning chemicals provided in closed cupboard on high shelf. Leaders of groups to ensure young people to not have access to this cupboard</li> <li>Safety data checks are display inside the cleaning equipment cupboard.</li> </ul>	1	3	3

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						<ul style="list-style-type: none"> <li>Staff trained on COSHH as part of cleaning induction.</li> </ul>			
<b>Fall from bunk bed or furniture</b>	Visitors Staff	Bruises, cuts, grazes, broken bones, sprains and concussion.	3	4	12	<ul style="list-style-type: none"> <li>Ensure that all beds have a guard-rail fitted on the top bunk to avoid accidental roll from the bed.</li> <li>Ensure that all bunk beds, which stand away from the wall, have a guard-rail fitted.</li> <li>All top bunks have a ladder securely fitted for access.</li> <li>Beds checked regularly by Ferny Crofts staff during cleaning.</li> <li>Leaders to ensure young people are not behaving in a way that can cause danger.</li> <li>Bedroom furniture supplied and arranged in a manner that does not encourage young people to climb on it.</li> </ul>	1	4	4

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<b>Fall from, or through window</b>	Visitors Staff	Bruises, cuts, grazes, broken bones, sprains and concussion	3	4	12	<ul style="list-style-type: none"> <li>• Bedroom windows installed at regulation height with minimal external drop to floor.</li> <li>• Accommodation only on ground floor of building.</li> <li>• All windows are fitted to prevent them from opening fully without de-activating emergency window restrictor</li> <li>• Fitted glass is re-enforced type displaying 'kite-mark' to reduce risk of breakage or shattering.</li> <li>• Leaders to ensure young people are not behaving in a way that can cause danger.</li> </ul>	1	4	4

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<b>Hot surfaces and Equipment</b>	Visitors Staff	Burns and scalds from contact with hot surfaces.	4	3	12	<ul style="list-style-type: none"> <li>Leaders to supervise young people around these items, especially in the kitchen and around the Bain-marie in the Main Hall</li> <li>Clear warning sign in place on hot water urn and bain-marie.</li> </ul>	1	3	3
<b>Scalding from Hot Water</b>	Visitors Staff	Burns and scalds from hot water in taps and showers	4	3	12	<ul style="list-style-type: none"> <li>All bathroom taps and showers are controlled by Thermostatic Mixing Valve (TMV) to prevent water becoming hot enough to burn or scald.</li> <li>Function of TMV checked on monthly basis by Ferny Crofts Staff.</li> <li>'Caution Hot Water' signs displayed on all taps not fitted with TMV (Kitchen taps and Main Hall sink).</li> <li>Leaders to supervise young people using kitchen taps.</li> </ul>	1	3	3
<b>Broken glass or crockery Inappropriate use and storage of knives and sharp utensils</b>	Visitors Staff	Cuts, grazes and amputation of digits	4	2	8	<ul style="list-style-type: none"> <li>Provision of safe storage of sharp utensils, eg knife block and drawers.</li> <li>Glasses, mugs and plates stored in low level cupboard to reduce risk of dropping through awkward lifting from height, and reduce risk of smashing if dropped from cupboard.</li> <li>Utensils and crockery checked by Ferny Crofts staff during each building cleaning process to ensure no chipped or broken items.</li> </ul>	2	2	4

## RISK ASSESSMENT: Use of Croft Centre Building

Level	Likelihood Factor	Severity Description
1	Very Unlikely	Insignificant – No injury or No First Aid required.
2	Unlikely	Minor – Minor injuries requiring first aid such as cuts, grazes, bruising.
3	Fairly Likely	Moderate – Injuries resulting in up to three days' absence from work.
4	Likely	Major – Injuries resulting in a week or more absence from work, for example broken bones, deep cut etc.
5	Very Likely	Catastrophic – Amputations or Death.

Remaining Risk Level	Description
1-5	Very low, minimal risk, control measures more than adequate
5-10	Low, control measures satisfactory
10-15	Medium, control measures adequate
15-20	High, control measures need further consideration
20-25	Very high, intolerable, stop Job