

Risk assessment template

Company name: Edgbaston Community Centre

Assessment carried out by: Derrick Dunkley

Date of next review: August 2026

Date assessment was carried out: 4th February 2026

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Slips and trips. E.g uneven surface of car park, cleaning floors	Staff and visitors may be injured if they trip over objects or slip on spillages.	<ul style="list-style-type: none"> All areas well lit, including corridors, carpark and outside area. No trailing leads or cables. Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately. Use of accident books. Use of wet floor signs 	<p>Centre manager to be informed if salt bin is empty</p> <p>Centre manager to be informed of uneven surfaces in the car park that may become hazardous.</p>	All staff, supervisor to monitor Manager	Ongoing Monitoring in place	Complete

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		<ul style="list-style-type: none"> Car park and entrance steps and disabled access gritted with salt in snowy/icy conditions 				
Accident and work related injury	Staff and volunteers may be injured putting items and equipment away or working at height. E.g changing lightbulbs	<ul style="list-style-type: none"> We have carrying equipment and trolleys to support the movement of large equipment and dedicated special storage areas. Contractors needing to work at height should provide their own step-ladders which are appropriate for use and include these in their own Risk Assessment 	<p>Better housekeeping, maintenance and management of storage cupboards.</p> <p>To be reviewed weekly</p>	All staff, supervisor to monitor Manager		Complete

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Vehicle movement	Pedestrians and users of the centre could suffer serious injury if struck by cars entering/ leaving the car park or moving in it.	<ul style="list-style-type: none"> ● The entrance/exit to car park is clear; ● For large public events, the car park is controlled by marshals wearing high-vis vests; ● Car park well lit; ● Bin collection lorries have movement monitored ● Parking spaces are clearly defined with white lines 	Caretaker to report on broken bulbs to centre management.	Caretaker and centre support staff.		Complete
Hazardous substances e.g. cleaning products	The cleaner and others cleaning risk skin problems i.e. dermatitis and eye damage from direct contact with cleaning chemicals. Vapour may cause breathing problems	<ul style="list-style-type: none"> ● Cleaning products are kept in a separate cleaning ● Staff have access to house-hold cleaning products and these are stored in the staff kitchen area. ● Any spillages of cleaning-products cleaned up immediately; 	<ul style="list-style-type: none"> ● Cupboard to be marked with a warning sign and has a poster explaining the chemical warnings symbols; ● Caretaking and cleaning staff to complete COSHH training 	Centre manager book training and order relevant sign	1st April 26	Complete

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		<ul style="list-style-type: none"> ● Keep the area well ventilated whilst cleaning ● Disposable gloves provided 				
Electricity	Users risk electric shocks or burns from faulty equipment or installation	<ul style="list-style-type: none"> ● Fixed installations correctly installed by qualified electrician and inspected regularly; ● All repairs by a qualified electrician; ● Portable equipment checked for visual signs of damage before use; ● Electrical items PAT tested external company ● Hall users know they are responsible for any equipment used on site and any equipment they bring in for use during their hire; 	Make sure all staff know where the fuse box is and how to turn off supply in an emergency	Centre Manager	PAT Testing to be redone May 26	

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Harm caused to children and vulnerable adults	Children and Vulnerable adults	<ul style="list-style-type: none"> ● Safeguarding policy outlining appropriate staff:children ratios. ● All centre staff and youth club volunteers have DBS checks and have completed online safeguarding training ● Staff informed of how to report concerns and what to do if a concern is reported to them. ● Designated safeguarding lead in place ● Users to register for activities so that consent is obtained or denied for photographs 	<p>Ensure training document is up to date and management are aware of when training and DBS expires</p> <p>Leaders to share photography consent where relevant.</p>	Centre Manager		Complete

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		<ul style="list-style-type: none"> Code of conduct in place for staff and volunteers Induction process for staff and volunteers 				
Equipment and Machinery	Staff, volunteers and members of the public	Ensure appropriately trained staff are in place to use certified equipment.	Updated Certified tests PAT and Training especially new equipment and refresher training 'time based'	All	Ongoing Awaiting new PAT Test due in May 26	
People getting or spreading coronavirus Workers Customers Contract	Staff, volunteers and members of the public	Visitors Follow our guidance on cleaning, hygiene and hand sanitiser - Provide water, soap and drying facilities at wash stations - Provide information on how to wash hands properly and display posters Staff informing manager if any symptoms	Ensure staff are updated whenever new guidance is published. New members of staff are provided with policy	All, Centre Manager		Complete
Fire	Staff, volunteers and members of the public	Fire equipment maintenance checks Fire alarm checks	Safe disposal of waste See separate fire risk assessment	All, centre manager		Complete

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		Keep desks free from paperwork Electrics are PAT tested. 2 staff trained as fire wardens				

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/