



BUILDING HEALTH AND SAFETY RISK ASSESSMENT FORM

Building Name	The Space Centre (The Willows)	Date	16/06/2011	Time	14:00
Location	Pedders Lane, Preston, Lancashire	Site Manager	Alison Shorrock	Responsible Person	Alison Shorrock
Assessor	Dave Sammons	Date	16/06/2011		

Section 1 - Identify hazards - consider all the activities within the building and tick the boxes of significant hazards that apply

1.	Fire hazards	X	7.	Layout and traffic routes	X	13.	Drunkenness		19.	Inflatables		25.	Seating arrangements	X	31.	Confined space	X
2.	Crowd control		8.	Lighting levels	X	14.	Noise and vibration		20.	Temporary structures		26.	Welfare		32.	Lone working	X
3.	Slips, trips, housekeeping	X	9.	Hazardous Substances	X	15.	Fire		21.	Fairground equipment		27.	Sanitation	X	33.	Vehicles, driving	X
4.	Fall of person		10.	Heating and ventilation		16.	Communication		22.	Lasers		28.	Food provision	X	34.	Machinery/lifting equipment	
5.	Fall of objects	X	11.	Electrical equipment	X	17.	Violence to attendees / staff		23.	Fireworks		29.	Work with animals		35.	Other - please specify	X
6.	Manual handling	X	12.	Use of portable tools/generators	X	18.	Marquees		24.	Pyrotechnics		30.	Chemicals, fumes dust				

Section 2

Employees	1	Contractors	2	Volunteers	3	Children	4	Visitors	5	Competitors	6
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Section 3

	5	5	10	15	20	25
Severity	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5

Likelihood

Where a risk is highlighted as GREEN no further controls need be put in place.

Where a risk is highlighted as YELLOW controls should be reviewed.

Where a risk is highlighted as RED the risk **must** be reduced before any activities take place.

Section 4 - Risk controls– For each hazard identified in Section 1 and for the persons identified in Section 2, complete this section

Hazard no.	Hazard description	Those at risk	Existing controls	Likelihood v Severity			Further action needed
				L	S	Score	
1	Fire	1 / 2 / 3 / 4 / 5	Fire risk assessment completed. See attached document	1	5	5	See Fire Risk Assessment
3	Slips / Trips	1 / 2 / 3 / 4 / 5	The flooring is all in good condition and should be inspected regularly. Any spills should immediately be highlighted and cleaned up. Any trailing cables should be taped down or placed in cable mats.	1	4	4	
5	Fall of objects	1 / 2 / 3 / 4 / 5	No heavy objects to be stored above head height. Weight load specifications on shelving to be observed. Regular visual inspections for overloading. Chairs should not be stacked more than 10 high and only when compatible.	1	4	4	
6	Manual Handling	1 / 2 / 3 / 4 / 5	All hirers / users of the building are to be responsible for ensuring those tasked with manual handling are correctly trained.	1	3	3	
7	Layout and Traffic Routes (Internal)	1 / 2 / 3 / 4 / 5	All corridors to be kept clear of obstruction.	1	2	2	
8	Lighting Levels	1 / 2 / 3 / 4 / 5	Except where designed all accessible areas of the building must be sufficiently lit to ensure staff and visitor safety	1	4	4	

9	Hazardous Substances	1 / 2 / 3 / 4 / 5	Cleaning products stored securely. Mops, brushes and strong rubber gloves to be provided. COSHH sheets available for all hazardous substances.	1	4	4	
11	Electrical Equipment	1 / 2 / 3 / 4 / 5	All portable electrical equipment used within the building must be PAT tested at prescribed intervals. Regular visual inspection of equipment should take place and any defects reported immediately	1	5	5	
12	Use of portable tools / generators	1 / 2 / 3 / 4 / 5	All portable tools must be inspected before use and used only by those trained and competent in their use. Generators should only be used in well ventilated areas	1	5	5	
25	Seating Arrangements	1 / 2 / 3 / 4 / 5	All seating should be arranged so not to block access to entrances or fire exit routes. Chairs should be visually inspected at regular intervals to ensure their continued suitability for use.	1	3	3	
27	Sanitation	1 / 2 / 3 / 4 / 5	Sufficient toilets are located within the building for users. Hand washing facilities are also available at various locations within the building.	1	3	3	
28	Food provision	1 / 2 / 3 / 4 / 5	Food should be prepared only in the designated kitchen area which is to be used only for the purposes for which it has been provided. Hirers / users should be reminded of the importance of correct food preparation.	2	4	8	Food hygiene poster to be displayed in kitchen area. No raw foods to be cooked on site (microwave suitable only).
31	Confined Spaces	1 / 2 / 3 / 4 / 5	Only those people trained and competent should enter any confined spaces within the premises. Confined space procedures such as venting should take place before any work is commenced.	1	5	5	Register of those using confined spaces to be kept.

32	Lone Working	1 / 2 / 3	Any person on the premises alone should be in possession of a mobile telephone. No person should enter the premises alone without informing a member of staff or volunteer of their destination.	1	5	5	Lone working to be minimised.
33	Car Park Area	1 / 2 / 3 / 4 / 5	The car park area is clearly defined. Pedestrian walkways are marked in yellow and should be strictly adhered to.	1	5	5	None
35	Garden Area	1 / 2 / 3 / 4 / 5	The garden area is to be kept in a good state of repair. Any broken slabs etc are to be reported and replaced immediately. Railings are to be regularly visually inspected for damage and sturdiness.	2	4	8	Vulnerable users of the garden must be kept under supervision.