

RISK ASSESSMENT

HAZARD	To Whom	Frequency	Severity	Risk Rating	Existing Measures	Additional Measures	Staff member(s) responsible
--------	---------	-----------	----------	-------------	-------------------	---------------------	-----------------------------

Pool	All Users	2	3	6	Ensure existing controls are met and review continuously.		All
					Cues to be held without risk to other users.		All
					Any Users deliberately causing balls to fly off the table to be stopped from using it by a member of staff.		All
					Balls not to be thrown at any time. Good supervision to be provided to ensure this doesn't happen.		All
					Adequate space to be provided around the table to prevent other club users being hit by cues.		All
					Children to be prevented and advised not to crawl under the pool table so as		All

Comments

RISK ASSESSMENT

HAZARD	To Whom	Frequency	Severity	Risk Rating	Existing Measures	Additional Measures	Staff member(s) responsible
					to avoid finger injury in trolley mechanism. Poking of ceiling tiles with cues not allowed		All

Comments

RISK ASSESSMENT

HAZARD	To Whom	Frequency	Severity	Risk Rating	Existing Measures	Additional Measures	Staff member(s) responsible
Stairs	All Users	2	4	8	<p>No running on stairs at any time.</p> <p>If spillage on stairs to be cleaned as soon as noticed.</p> <p>Children to be warned not to and prevented from leaning over balcony at top of stairs</p> <p>Ensure existing controls are met and review continuously.</p>	<p>Staff Member at top of stairs when children exiting building.</p>	<p>All</p> <p>All</p> <p>All</p> <p>All</p>

Comments

RISK ASSESSMENT

HAZARD	To Whom	Frequency	Severity	Risk Rating	Existing Measures	Additional Measures	Staff member(s) responsible
Swing doors into hall	All users	2	2	4	<p>Normal practice - doors to be hooked open.</p> <p>If closed close staff supervision until new viewing panels installed.</p> <p>Ensure existing controls are met and review continuously.</p>		<p>All</p> <p>All</p> <p>All</p>

Comments

RISK ASSESSMENT

HAZARD	To Whom	Frequency	Severity	Risk Rating	Existing Measures	Additional Measures	Staff member(s) responsible
Disco / Karioke	All Users	2	4	8	<p>Awareness that flashing lights may cause epilepsy</p> <p>Electric Cables to be kept tidy and behind table.</p> <p>No trailing leads for children and staff to trip over.</p> <p>Plugs and wiring to be checked for damage regularly.</p> <p>Ensure safety ties are applied to lights.</p> <p>Ensure rigging and stand are checked for safety and stability.</p> <p>Monitor smoke machine as gets hot</p> <p>Ensure that any electrical equipment is PAC tested annually</p> <p>Ensure existing controls</p>	<p>Display signs at entrance advising that flashing lights will be used</p> <p>2nd person to check safety and stability of rigging</p>	<p>DM/ disc jockey</p> <p>DM/ disc jockey</p> <p>DM/ disc jockey</p> <p>DM/ disc jockey</p> <p>DM/ disc jockey</p> <p>DM/ disc jockey</p> <p>DM</p> <p>DM</p>

Comments

RISK ASSESSMENT

HAZARD	To Whom	Frequency	Severity	Risk Rating	Existing Measures	Additional Measures	Staff member(s) responsible
					are met and review continuously.		

Comments

RISK ASSESSMENT

HAZARD	To Whom	Frequency	Severity	Risk Rating	Existing Measures	Additional Measures	Staff member(s) responsible
Darts	All users and spectators	2	2	4	<p>To be played under supervision of an adult.</p> <p>Only one child in throwing position at any one time.</p> <p>Barrier to be placed between spectators and darts throw line.</p> <p>Only 3 darts out at any one time.</p> <p>Staff to supervise dart retrieval</p> <p>Ensure existing controls are met and review continuously.</p>		<p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p>

Comments

RISK ASSESSMENT

HAZARD	To Whom	Frequency	Severity	Risk Rating	Existing Measures	Additional Measures	Staff member(s) responsible
Cooking	All users	2	3	6	<p>No more than 5 children in the kitchen at any one time. Supervise the activity closely</p> <p>Care when opening oven door to ensure no children near.</p> <p>Use oven glove to remove any hot utensils. Place on heat resistant surface away from children.</p> <p>Any saucepan handles turned away from edge so as not to be knocked off the cooker.</p> <p>Check Cooker turned off and clean at end of session.</p> <p>Ensure supervision if kettle is to be used</p> <p>Ensure existing controls are met and review continuously</p>		All

Comments

RISK ASSESSMENT

HAZARD	To Whom	Frequency	Severity	Risk Rating	Existing Measures	Additional Measures	Staff member(s) responsible
Heaters	All users	2	2	4	<p>Ensure guards cover all heaters during building check.</p> <p>If guards missing ensure heater turned off or isolate area from use.</p> <p>If guards damaged make safe or isolate area from use.</p> <p>Ensure no children stand on guards through good supervision.</p>	Report faults to RBC	All

Comments

RISK ASSESSMENT

HAZARD	To Whom	Frequency	Severity	Risk Rating	Existing Measures	Additional Measures	Staff member(s) responsible
--------	---------	-----------	----------	-------------	-------------------	---------------------	-----------------------------

Wet Floor	All users	3	2	6	Mop up spillages as soon as spotted. Slippery Floor Sign to be displayed		All
-----------	-----------	---	---	---	---	--	-----

Comments

RISK ASSESSMENT

HAZARD	To Whom	Frequency	Severity	Risk Rating	Existing Measures	Additional Measures	Staff member(s) responsible
Running	All club members and visitors	4	2	8	<p>Young people seen running to be asked to stop immediately</p> <p>All club members and visitors to be briefed at start of new term in September that running inside the centre is not allowed and of the dangers associated with running.</p>	All	

Comments

RISK ASSESSMENT

HAZARD	To Whom	Frequency	Severity	Risk Rating	Existing Measures	Additional Measures	Staff member(s) responsible
Use of fans	All users	2	3	6	<p>Brief club members annually at on set of warm weather of danger of putting fingers , face and hair too close to the fans.</p> <p>Cables to fans to be kept tidy</p> <p>Report any faults promptly to RBC</p>		All

Comments

RISK ASSESSMENT

HAZARD	To Whom	Frequency	Severity	Risk Rating	Existing Measures	Additional Measures	Staff member(s) responsible
Use of Wii	All users	2	2	4	Ensure that adequate supervision is in place and that adequate space is allocated to play with the Wii		All

Comments

RISK ASSESSMENT

HAZARD	To Whom	Frequency	Severity	Risk Rating	Existing Measures	Additional Measures	Staff member(s) responsible
Incident arising from club users medical condition e.g Asthma attack	All users	2	4	8	<p>All staff and volunteers to be advised of medical conditions affecting individual members</p> <p>Membership forms to request details of any medical conditions</p> <p>Take appropriate first aid action if club user exhibits any symptoms arising from a medical condition.</p>		All staff and volunteers

Comments