



Title	General House Risk Assessment	Risk Assessment Form Hazard Identification/Consideration of Risk	Version No.	2024/1
Location	MacQueen House		Completed by	Kathy Hobbs
Person(s) at Risk	Employees, volunteers, children, contractors and visitors		Other persons involved in the assessment	Steve Powell
Date of Assessment	May 2024		Review Date	May 2025

Hazard Description	Control Measures in Place	Likelihood	Severity	Risk Ratings	New Control Measures Identified
1. Power tools for Maintenance	<ul style="list-style-type: none"> Power tools only used by competent appointed persons and not left unsecured around the premises. No high-risk power tools (chain saws/ circular saws etc) are used on site unless the user has had appropriate training. 	1	2	2	
2. Hand Tools for Maintenance	<ul style="list-style-type: none"> Hand tools only used by competent appointed persons and not left unsecured around the premises. 	1	2	2	
3. Fire Safety	<ul style="list-style-type: none"> Specific location fire risk assessment carried out by an advanced fire risk assessor. 	1	3	3	
4. Electrical Safety	<ul style="list-style-type: none"> All electrical installation distributions inspected and tested every 5 years by a NICEIC accredited electrician – last date was 2019 and a re-test is due. Management aware to monitor for electrical defects and report accordingly. Portable appliances tested (PAT) program in place. 	2	3	6	Arrange for a suitably accredited electrical company to carry out a fixed electrical distribution test as soon as possible.

5. Water systems safety (risk of legionella)	<ul style="list-style-type: none"> • No gas boilers at the property – 2 tanks are heated electrically. • Water is stored and heated in sealed/ insulated tanks and distributed above 45 degrees to ensure legionella bacteria's is eliminated. • Shower heads regularly descaled or replaced as necessary. • Shower ran frequently to prevent bacteria build up. • Water is flushed regularly and a minimum of once per week when the building is not occupied for periods of time. 	2	3	6	Water temperatures to be tested periodically to ensure hot is above 45 degrees after running a tap for 1 minute and cold is below 20 degrees after running a tap for 2 minutes.
6. External Areas	<ul style="list-style-type: none"> • Regular visual inspections of the area checking for building defects and ground issue to identify slip/ trip/ fall risks. • Monthly walk around checks undertaken to identify hazards. 	1	3	3	It is recommended the monthly checks be recorded.
7. Hazardous Substances	<ul style="list-style-type: none"> • A list of all hazardous substances is available at the location. • All hazardous substances are secured when not in use. • Data sheets are kept to provide medical information to first aides or paramedics. 	1	3	3	
8. Manual Handling	<ul style="list-style-type: none"> • All persons required to carry out manual handling receive instruction/information in corrective lifting techniques. • Staff/volunteers are required to report if they feel lifting may be unsafe. • Staff/volunteers are required to report any medical conditions relevant to safety when performing manual handling. • Staff/volunteers to ask for assistance when heavy or repetitive lifting is required. • Staff/volunteers to plan the route before lifting items distances e.g. opening of doors and congestion on the route. 	1	2	2	

9. First Aid (lack off)	<ul style="list-style-type: none"> • All group leaders MUST have a trained First Aider whilst using this site. They must bring their own First Aid kit. • First Aid kits are kept at the location and monitored to ensure that contain suitable stock that is in date. 	1	2	2	
10. Slips, Trips and Falls	<ul style="list-style-type: none"> • Regular walk around inspections carried out to assess the condition of floor surfaces. • All users/volunteers are instructed/ encouraged not to rush about the location. • Suitable lighting and emergency lighting provided at the location. • Any wet mopping of selected floors undertaken at times when minimal staff and children about. If needed, wet floor signs will be deployed. 	2	1	2	
11. Asbestos	<ul style="list-style-type: none"> • There is currently no evidence of an asbestos survey being carried out in the building. • Whilst the above point remains relevant no major refurbishments are authorised. 	2	3	6	Committee to approve new asbestos survey as soon as possible.
12. Safeguarding/ safety of children	<ul style="list-style-type: none"> • Supervision levels appropriate for each child. • GG operate a culture in which strangers are challenged and asked for I.D. • All visitors to sign in/out and are accompanied at all times. • Good relationship with the local community. • Adequate external security lighting. • All boundaries well defined. Fencing in place as necessary. • Access to roofs/lofts/voids restricted and prohibited to children. 	1	3	3	
13. Stairs and Windows	<ul style="list-style-type: none"> • All stairs and windows checked frequently during formal walk around inspection. • Stairs are fitted with handrails to support the person ascending and descending stairs. • Review of need for window restrictors carried out by management. 	1	3	3	

14. Working at Heights	<ul style="list-style-type: none"> • GG avoid the need to work from a height as wherever possible. • Where unavoidable ladders will be compliant with BS EN 131 and we will not use 'domestic grade' equipment. • Ladders to be used in accordance with HSE guidance. • Pre use inspection to be carried out by the user. • Anyone with a medical condition or fear of height must not use equipment and report to their line manager. • Never use ladders or stepladders for a period of 30 minutes or above 2M foot height. 	1	3	3	
15. Management of Contractors	<ul style="list-style-type: none"> • All contractors vetted before appointment. • Policy, risk assessment and method statement requested for high risk works. • Hot works permit required for any work requiring the application of heat. • Agreed timetable and arrangements for hot works, confined space, roof work or electrical. • Contractors will be required to report to a single point of contact. • GG point of contact to monitor work is taking place in accordance with the contractor's documentation – if not, requested to immediately adapt or leave site. • Use of approved contractors whenever possible. • Contractors to be informed before work commencement to never leave unattended tools, equipment or substances. 	1	3	3	
16. Kitchen Equipment	<ul style="list-style-type: none"> • All relevant persons instructed not to leave equipment on worktops, in sinks or on draining boards and to always return to the designated storage location. • A stable surface is provided for cutting on. • Staff/volunteers instructed to always carry a knife with the blade pointing downwards • Waste spillages are cleaned up immediately • Good housekeeping standards are maintained in the kitchen and the area is subject to weekly inspections. 	1	2	2	

	<ul style="list-style-type: none"> Any hazardous equipment or substances are kept securely. Children using equipment/hazardous substances will be supervised in accordance with their care needs. 				
17. Food Safety	<ul style="list-style-type: none"> Anyone in charge of food preparation must be competent and have the required qualification or experience. Young people are always supervised when preparing/handling food stuff. Regular temperature checks are undertaken and recorded for fridge and freezers. Appropriate washing facilities/substances provided with hot water to kill bacteria. 	1	3	3	
18. Carrying Hot Food	<ul style="list-style-type: none"> Oven gloves are provided. Suitable containers and/or trays are provided Work areas and walkways are kept clear. Spillages are cleaned up immediately. 	1	2	2	
19. Lone Working	<ul style="list-style-type: none"> Lone working at the premises is discouraged and only by exception. Where lone working cannot be avoided the individual will carry a mobile phone that has a good signal. The lone working individual will ensure that they have alerted a third person to their expected departure time. 	1	3	3	

Likelihood (Potential)			Severity (Consequences)		
Low	(1)	Harm will seldom occur	Low	(1)	Minor First Aid injury
Medium	(2)	Reasonably likely to occur	Medium	(2)	Short term injury or disability requiring medical treatment
High	(3)	Certain or near certain to occur	High	(3)	Death or major injury

Risk Rating – Adequate control measures should be considered for the following:

1-3 Low Risk

4-6 Medium/Significant Risk

9 High/Unacceptable Risk

CONTROLLED DOCUMENT

Print date: 23.05.2024

Authorised by: Sign: Kathy Hobbs (Property Chair) / Steve Powell (H&S Consultant)

House Risk Assessments

Risk Assessment – Corrective Actions Required

Risk Identified	Risk Rating	No. of People Exposed to Risk	Action Required	Person Responsible	Scheduled Date for Completion	Date Completed	Likelihood	Severity	Risk Rating
							New Risk Rating after Corrective Action		
4. Building Services – Electrical	6	All	<ul style="list-style-type: none"> All electrical installation distributions inspected and tested every 5 years by a NICEIC accredited electrician – last date not known. 	Kathy Hobbs	Within 6 months		1	3	3
5 Water Safety	6	All	<ul style="list-style-type: none"> Water temperatures to be tested periodically to ensure hot is above 45 degrees after running a tap for 1 minute and cold is below 20 degrees after running a tap for 2 minutes. 	Kathy Hobbs	Within 6 months		1	3	3
11. Asbestos	6	All	<ul style="list-style-type: none"> Committee to approve new asbestos survey as soon as possible. 	Kathy Hobbs	Within 3 months		1	3	3

Risk Rating – Adequate control measures should be considered for the following:

1-3 Low Risk

4-6 Medium/Significant Risk

9 High/Unacceptable Risk

Print date:

23.05.2024

Authorised by:

Sign:

