



BOURNE GREEN ROOMS RISK ASSESSMENT

Assessment carried out by: Rachel; Cronin

Date assessment was carried out: 24/01/2025

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?
Electric Shock/Fire Hazard from electronic equipment and fittings	Users of, and visitors to the space.	Any electrical equipment present will be PAT certified	Ensure that users report any faults with equipment. Provide contact information	HNCLT	Ongoing
Fire	Users of, and visitors to the space could be harmed by fire.	A full Fire Risk Assessment has been carried out. Fire extinguishers are available by the entrance door.	Annual inspection. Confirm inspection	Abbot fire HNCLT	Annually - Dec Annually - Dec
		Smoke alarms are present.	Smoke Alarm check.	HNCLT	Annually - Dec
		There is a Fire Action sign on the wall by the entrance.	None		
		All furniture in the space complies with fire regulations	None		
		Keep articles of clothing away from heat sources i.e. electrical	None	All users of the community space	Ongoing

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Trips, slips and falls	Users of, and visitors to the space	Spaces inspected for trip hazards, trailing wires, items falling	None	HNCLT User groups: Hooky Hub Therapy room bookers	Ongoing
		User groups of the main space to complete risk assessments for their activity	Set up drop box folder to collate as and when they are received as part of the booking process	Hooky Hub HNCLT	Annually- Dec
		Bags, equipment, and belongings to be safely stored	None	All main space users	Ongoing
		Inform users of first aid, emergency and evacuation procedures. Accident forms sent out as part of booking process	None	All users of the community space	Ongoing Health and safety policy review annually- Dec
		Do not put obstructions in gangways or walkways	None	All main space users	Ongoing
Manual handling	Users of, and visitors to the space	Encourage teamwork and use of good manual handling technique High shelves for light objects only	None	All users of the community space HNCLT	Ongoing
COSHH Hazardous substances- e.g. cleaning products	Users of, and visitors to the space	Individual users/user groups should include this on their individual risk assessment	None	All users of the community space HNCLT	Ongoing

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Users may risk dermatitis, eye damage, skin problems from direct contact with cleaning chemicals.		Hirers told they must not use cleaning chemicals other than washing up liquid			
Kettle- risk of scalds and burns	All Hirers	Kettle is unplugged when not use Sink with cold water is available	None	All Hirers	Ongoing
Lone working Users could suffer ill health or injury while working alone in the Rooms	Contractors, all users, hirers	Users should have emergency contact details Users should have their own lone working risk assessment	None	All hirers, users and contractors visiting the space	Ongoing
Working at height For examples, changing lightbulbs, hanging decorations	Contractors, all users, hirers	External firms and contractors should follow their own HSE procedures. Private hirers are responsible for their own safety when working at height	None	All hirers, users and contractors visiting the space	Ongoing