

# CULLOMPTON WALRONDS PRESERVATION TRUST

## General Use Risk Assessment

**PLEASE NOTE:** All hirers **MUST** undertake their own risk assessment, in line with the Cullompton Walronds Preservation Trust's 'Health and Safety Policy'

**NAME/LOCATION:** The Walronds, 6 Fore Street, Cullompton

**POSTCODE:** EX15 1JL

**GRID REFERENCE:**

### Building specific risks:

Risk	Hazard	Who might be harmed?	Controls to be put in place	If any further action is necessary
<b>Fire – smoke inhalation, burns, death.</b>	Faulty electrical equipment; open flames; cigarettes; gas central heating; other potential sources of ignition.	House users, volunteers, tenants, nearby neighbours.	<p>All house users</p> <ul style="list-style-type: none"> <li>- All renters of the building (business and private) should ensure they are familiar with the <b>'Emergency Evacuation Procedure'</b> before their rental begins, and ensure everyone in their group is informed of what to do in an emergency.</li> <li>- <b>Fire exits must be kept clear</b> and accessible at all times, and should not be blocked with furniture or other obstacles.</li> <li>- <b>Fire doors</b> should not be left wedged or propped open.</li> <li>- Strictly <b>NO SMOKING</b> inside the building.</li> <li>- <b>Naked flames are prohibited</b> inside the building, with the exception of birthday candles, which must be strictly supervised by a competent adult at all times.</li> </ul> <p>Trustees:</p> <ul style="list-style-type: none"> <li>- <b>Fire extinguishers, emergency call points, fire alarm, and emergency lighting</b> should be tested regularly, with routine checks recorded weekly in</li> </ul>	

			<p>the Fire Safety folder.</p> <ul style="list-style-type: none"> <li>- All portable electrical equipment to be in safe working order and routinely <b>PAT tested</b>.</li> <li>- <b>Gas central heating</b> to be checked and serviced annually by a certified 'Gas Safe' engineer.</li> <li>- <b>Fire fighting equipment</b> (fire extinguishers/blankets), fire alarm, and emergency lighting should be inspected and serviced annually by a recognised service engineer.</li> <li>- An '<b>Emergency Evacuation Plan</b>' Drill should be practiced regularly, and recorded in the Fire Safety folder.</li> </ul>	
<b>Slips, trips, falls</b>	Wet or dirty floors; icy weather; trailing cables; trip hazards.	Centre users.	<p>All house users:</p> <ul style="list-style-type: none"> <li>- The building is cleaned regularly to ensure a safe level of cleanliness. House users are expected to return the house to a <b>suitable level of cleanliness</b> after their use – this includes cleaning up any <b>spillages or slippery debris</b>.</li> <li>- Where it is necessary to wash floors, '<b>Wet Floor</b>' signs should be displayed (stored in the housekeeping cupboard)</li> <li>- House users should, as far as is reasonable, conduct <b>ongoing dynamic risk assessment</b> during their use of the centre and be mindful of trailing cables and other trip hazards, indicating with temporary signage where appropriate.</li> <li>- <b>Suitable footwear</b> should be worn when using the outdoor spaces around the house.</li> <li>- "Slippery surface" signs to be erected on slippery paths etc.</li> <li>- Monthly inspections of footpaths, paving, steps,</li> </ul>	<p>In the event of accident or injury, centre users may make use of the first aid kit and accident book in kitchen in line with their own risk assessments and first aid procedure. If necessary, seek appropriate medical attention: 999, 111, or local doctors.</p> <p>Trustees should be made aware of any part of the centre or its equipment that requires remedial action or repair.</p>

			<p>staircases and walkways within the grounds will be carried out and written records maintained.</p> <ul style="list-style-type: none"> <li>- All house users are invited to contact trustees with details of any part of the centre or it's equipment that may present a risk or require remedial action.</li> </ul>	
<b>Gas leak</b>	Gas heating system	house users, volunteers, tenants, nearby neighbours.	<p>All centre users:</p> <ul style="list-style-type: none"> <li>- All renters of the building (business and private) should ensure they are familiar with the <b>'Emergency Evacuation Procedure'</b> before their rental begins, and ensure everyone in their group is informed of what to do in the event of a gas leak.</li> </ul> <p>Trustees:</p> <ul style="list-style-type: none"> <li>- The centre's <b>Gas central heating</b> system should be checked and serviced annually by a certified 'Gas Safe' engineer.</li> </ul>	<p>Suspected gas leaks should be reported to the national helpline - 0800 111 999.</p> <p>The mains gas valve is located in the boiler cupboard</p>
<b>Electric shock</b>	Faulty electronics.	All users and volunteers	<p>House users:</p> <ul style="list-style-type: none"> <li>- House users should <b>report any damaged, faulty, or otherwise potentially dangerous equipment</b> to the trustees.</li> </ul> <p>Trustees:</p> <ul style="list-style-type: none"> <li>- All portable electrical equipment to be in safe working order and <b>PAT tested</b> annually by a trained professional.</li> <li>- <b>All installed / hard-wired electronics to be routinely tested</b> by a trained professional.</li> <li>- All electrical work must be completed by a <b>trained, certified electrician.</b></li> </ul>	<p>In the event of accident or injury, centre users may make use of the first aid kits located kitchen in line with their own risk assessments and first aid procedure. If necessary, seek appropriate medical attention: 999, 111, or local doctors.</p> <p>Trustees should be made aware of any equipment that requires remedial action or repair.</p>
<b>Injury from moving</b>	Moving vehicles on the drive way/	All house users and volunteers	<p>All house users: Everyone should <b>exercise particular caution when</b></p>	

<b>vehicles</b>	parking area		<b>driving/parking</b> in the parking area, due to the large numbers of pedestrians that use the garden as a through route.	
<b>Risks associated with Overcrowding of the building</b>	Excessive numbers of people in a limited space.	All house users.	All house users: <ul style="list-style-type: none"> <li>- The <b>maximum number of people permitted</b> within the building at any one time is <b>100</b>: with no more than <b>72</b> in the hall and parlour, no more than <b>20</b> in the Burrow Room and no more than <b>10</b> in the rest of the building. This <b>MUST</b> not be exceeded at any point for insurance purposes.</li> <li>- When an event is likely to reach close to this maximum number of attendees, the 'designated person' within the largest group is required to <b>pay close attention to the number of people in the building overall</b>, including those from other organisations, and ensure the maximum total is not exceeded.</li> </ul>	In the event of accident or injury, centre users may make use of the first aid kits and accident book located kitchen, in line with their own risk assessments and first aid procedure. If necessary, seek appropriate medical attention: 999, 111, or local doctors.
<b>Additional risks associated with building works / maintenance</b>	Use of contractors who are not competent; uncontrolled access; poorly controlled or dangerous waste; Physical injury from falling debris etc.  Hot Working	Individuals carrying out works; centre users.	Trustees: <ul style="list-style-type: none"> <li>- All building and maintenance works, beyond minor maintenance tasks completed by trustees, should be completed by <b>skilled, contracted professionals</b>.</li> <li>- All contractors must provide their own insurance, risk assessments, and method statement.</li> <li>- Contractors should be informed of any hazards when they arrive, along with any information relevant to the tasks to be completed.</li> </ul> <p>Hot working (operations which involve the application of heat) is not permitted within the building</p>	In the event of accident or injury, centre users may make use of the first aid kits and accident book located in kitchen in line with their own risk assessments and first aid procedure. If necessary, seek appropriate medical attention: 999, 111, or local doctors.
Unidentified risks beyond those above		Trustees and all organisations, groups, and individuals using the centre should conduct regular checks of the building before planned activities and report any additional risks to the trustees as soon as possible, so that remedial action can be arranged.		

**General activity risks:**

Risk	Hazard	Who might be harmed?	Controls to be put in place	If any further action is necessary
Musculoskeletal strain or injury, particularly in the back	Lifting/manual handling – eg. moving furniture and equipment	Individuals lifting equipment: trustees, other centre users	All house users: <ul style="list-style-type: none"> <li>- <b>Manual lifting to be kept to a minimum</b> and avoided where possible.</li> <li>- Where appropriate, trolleys, sack-trucks, or other <b>lifting aids</b> are provided.</li> <li>- Where appropriate, <b>loads should be split</b> as necessary to reduce weight.</li> <li>- Heavier objects should be lifted by more than one person – <b>team lifting</b>.</li> </ul>	In the event of accident or injury, centre users may make use of the first aid kits and accident book in kitchen in line with their own risk assessments and first aid procedure. If necessary, seek appropriate medical attention: 999, 111, or local doctors.
Sudden illness or injury	Health conditions; accident or injury	Any house user	<ul style="list-style-type: none"> <li>- <b>First aid kits</b> are provided for organisations and centre users to make use of in line with their <b>organisation’s own first aid/accident procedure</b>.</li> <li>- An <b>emergency defibrillator</b> is available at The Hayridge Centre, The Community Centre, or the Town Hall. See <a href="https://www.defibfinder.uk/">https://www.defibfinder.uk/</a>.</li> </ul>	In the event of accident or injury, centre users may make use of the first aid kits and accident book in kitchen in line with their own risk assessments and first aid procedure. If necessary, seek appropriate medical attention: 999, 111, or local doctors.
<b>Security risk</b>	Lone working of trustees/centre users	Trustees/house users.	All house users: <ul style="list-style-type: none"> <li>- Trustees recommend that <b>the front door of the house should be kept locked</b> from the inside when trustees or other house users are in the building alone, particularly late at night.</li> </ul>	Security concerns or emergencies should be reported to the police: 999 or 111.  Trustees should also be informed of any concerns.
Unidentified risks beyond those above		Organisations, groups, and individuals using the centre are required to provide their own risk assessment for any perceived hazards or risks beyond those mentioned above. Further action can also be discussed with trustees.		

**Food preparation, storage, and consumption specific risks:**

Risk	Hazard	Who might be harmed?	Controls to be put in place	If any further action is necessary
<b>Food poisoning / food related illness</b>	Poor sourcing of food/ingredients: Harmful bacteria, mould or foreign bodies present in or on food	All house users/members of the public.	Organisations/individuals preparing food in the kitchen: <ul style="list-style-type: none"> <li>- Foods and ingredients should be <b>sourced from reputable sources</b>, and should be <b>checked</b> on receipt to ensure suitability (eg. date marks, temperatures, general condition, packaging)</li> </ul>	In the event of food related illness, first aid may be conducted by centre users in line with their organisations first aid/accident/illness procedure. Further medical attention should be sought if necessary; 999, 111, or local doctors.
<b>Food poisoning / food related illness</b>	Poor storage of food, resulting in bacterial growth or contamination by micro-organisms, chemicals etc.	All house users/members of the public.	Organisations/individuals preparing food in the kitchen: <ul style="list-style-type: none"> <li>- Foods must be <b>stored at an appropriate temperature</b> using the ambient, refrigerated, and frozen storage options available.</li> <li>- Foods should be <b>stored safely</b> in sealed containers or packaging. Pre-prepared food left at the centre should be covered adequately and clearly labelled.</li> <li>- <b>Raw and cooked foods</b> should be stored separately.</li> <li>- Stored food that is <b>past its BBE or UB date</b> should be disposed of.</li> </ul> Trustees: <ul style="list-style-type: none"> <li>- Trustees should conduct <b>routine checks of food stored in the kitchen</b>, and <b>dispose</b> of any items deemed unsafe (BBE or Use By dates passed; not in original packaging or adequately labelled; mouldy, old, or contaminated etc.)</li> </ul>	As above.
<b>Food</b>	Contamination,	All centre	Organisations/individuals preparing food in the kitchen:	As above.

<p><b>poisoning / food related illness</b></p>	<p>growth of, or survival of bacteria due to improper food preparation and/or cooking processes</p>	<p>users/members of the public</p>	<ul style="list-style-type: none"> <li>- Always <b>check the food preparation area</b> is clean and hygienic before food preparation begins, and complete any necessary cleaning as appropriate.</li> <li>- <b>Limit food handling times</b> to reduce the risk of bacteria growth</li> <li>- <b>Regular hand-washing</b> and good personal hygiene is required to prevent the risk of contamination</li> <li>- Maintain a clean and hygienic <b>food preparation area</b></li> <li>- Use clean and hygienic <b>food preparation equipment</b>, and wash regularly.</li> <li>- Food should be cooked in accordance with safe <b>minimum cooking temperatures</b> and temperature tested as appropriate.</li> <li>- Avoid cooking with <b>high risk foods</b> such as raw meat or allergens where possible, and take additional precautions as necessary.</li> <li>- <b>All centre users are expected</b> to return the food preparation area and its equipment to a suitable level of cleanliness after use.</li> </ul> <p>Trustees:</p> <ul style="list-style-type: none"> <li>- Trustees should conduct <b>regular checks</b> of the kitchen food preparation area</li> <li>- <b>Cleaning products and equipment are provided</b> so that all centre users can assist with maintaining a safe level of cleanliness</li> <li>- Trustees should organise <b>regular deep cleans</b> of the kitchen food preparation area</li> </ul>	
<p><b>Allergens</b></p>	<p>Contamination of food; improper labelling; unsafe</p>	<p>All centre users/members of the public</p>	<p>All centre users:</p> <ul style="list-style-type: none"> <li>- Food left at the centre should be kept <b>sealed, and in it's original packaging</b>, or otherwise labelled to</li> </ul>	<p>As above.</p>

	storage		<p>clearly indicate allergens.</p> <ul style="list-style-type: none"> <li>- The 14 UK allergens acknowledged by the Food Standards Agency are: <ul style="list-style-type: none"> <li>○ <b>celery</b>,</li> <li>○ <b>cereals containing gluten</b> (eg wheat, barley and oats),</li> <li>○ <b>crustaceans</b> (eg prawns, crabs and lobsters),</li> <li>○ <b>eggs</b></li> <li>○ <b>fish</b></li> <li>○ <b>lupin</b></li> <li>○ <b>milk</b></li> <li>○ <b>molluscs</b> (such as mussels and oysters)</li> <li>○ <b>mustard</b></li> <li>○ <b>peanuts</b></li> <li>○ <b>sesame</b></li> <li>○ <b>soybeans</b></li> <li>○ <b>sulphur dioxide and sulphites</b> (if at a concentration of more than 10 parts/ million)</li> <li>○ <b>tree nuts</b> (such as almonds, hazelnuts, walnuts, brazil nuts, cashews, pecans, pistachios and macadamia nuts)</li> </ul> </li> </ul>	
Food related risks beyond those noted above		Organisations involved in food preparation activities at a professional, public, or regular level are required to seek additional certification – food hygiene training, kitchen inspection, Food Standards Agency registration etc. Any risks/hazards that are not adequately controlled by the above measures should be raised with trustees for further discussion/remedial action.		

**Equipment specific risks:**

Risk	Hazard	Who might be harmed?	Controls to be put in place	If any further action is necessary
<b>Cuts, incisions,</b>	Knives, vegetable peelers and other	All house users	All house users: - Knives and other potentially dangerous	In the event of accident or injury, centre users may make use of the

<b>abrasions, stabbing</b>	sharp cooking equipment		implements are <b>stored in a portable box</b> and should be <b>removed</b> from the kitchen and stored securely when deemed necessary by the organising individual or group	first aid kit and accident book in kitchen, in line with their own risk assessments and first aid procedure. If necessary, seek appropriate medical attention: 999, 111, or local doctors.
<b>Burns/scalds</b>	Oven; hot foods, boiling water; radiators		All house users: <ul style="list-style-type: none"> <li>- <b>Caution</b> must be taken when using the ovens, hobs and other cooking appliances in order to avoid burns.</li> <li>- <b>Oven gloves</b> are provided for the use of all kitchen users.</li> <li>- Boiling water and/or hot beverages should not be left unattended.</li> </ul>	In the event of accident or injury, centre users may make use of the first aid kit and accident book supplied throughout the centre, in line with their own risk assessments and first aid procedure. If necessary, seek appropriate medical attention: 999, 111, or local doctors.
<b>Irritation from chemicals</b>	Bleach and other potentially harmful cleaning chemicals	All house users	All house users/trustees: <ul style="list-style-type: none"> <li>- Potentially harmful cleaning chemicals should be <b>stored securely in a locked cupboard</b> when not in use.</li> </ul>	In the event of accident or injury, centre users may make use of the first aid kit and accident book in kitchen in line with their own risk assessments and first aid procedure. If necessary, seek appropriate medical attention: 999, 111, or local doctors.
Potentially hazardous equipment not included above	Organisations bringing their own equipment into the centre should conduct their own additional risk assessment and put precautions in place as appropriate. Any potentially hazardous centre owned equipment that is not covered above should be raised with trustees for further discussion / action.			

The Trust is committed to reviewing its policies, procedures, and practices annually.

This document was last reviewed and approved by the Trust on:

Meeting date:

5<sup>th</sup> June 2024