

Risk assessment

Charity name: Ffrith & Llanfynydd Community Association

Assessment carried out by: Management Committee

Date of next review: March 2026

Date assessment was carried out: March 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?	Done
<p>Car Park</p>	<p>Staff, volunteers, centre users</p> <p>Surface could be icy in cold temperatures and cause falls</p> <p>Poor visibility at night could cause</p>	<p>Car park not owned by FLCA but our management committee takes reasonable steps to ensure the centre users will be safe when using or crossing the car park</p> <p>Committee have agreed to assess car park surface in icy weather and cancel events where necessary. Hire agreement amended to alert hirers to their responsibilities to cancel or manage slip and fall risks</p> <p>We have an outside security light which</p>				

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<p>Varnished Floor</p>	<p>Staff, volunteers, centre users</p> <p>Could be slippery when wet due to cleaning</p> <p>Danger of falls due to floor being slipper during wet weather</p>	<p>Floor is cleaned when centre is not being used.</p> <p>A yellow hazard sign is available if the floor becomes slippery while in use and a large fixed doormat is in the entrance – another mat is available if needed because of the weather</p>				

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<p>Furniture</p>	<p>Staff, volunteers, centre users</p> <p>Furniture could cause injury if not properly maintained, moved and stored</p>	<p>Book shelves and notice boards are properly fixed to the walls to prevent risk of falling</p> <p>Faulty items of furniture are 'red tagged' and removed from use</p> <p>Chairs and tables not in use are kept in the storeroom on purpose made trolleys which facilitate safe storage and easy movement</p> <p>Photographs and notices are attached</p>				

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<p>Heating</p>	<p>Staff, volunteers, centre users</p> <p>Risk of burns from heaters</p>	<p>Electric heaters are permanently fixed to walls. Heaters in the main hall have fireguards which prevent accidental touching of the heaters</p>				

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<p>Kitchen</p>	<p>Staff, volunteers, centre users</p> <p>Harm may be caused by burns, cuts, scalds or slips in the kitchen</p>	<p>Centre users only use the kitchen if arranged through their hire agreement</p> <p>The cooker and kettles are kept switched off at the wall sockets. The user switches the sockets on to use them</p> <p>Sharp knives are kept separately in a wall cupboard rather than a drawer</p> <p>There is a sign warning that the water from the hot water tap can be</p>	<p>Put sign on kitchen door to restrict use of kitchen to volunteers only on cafe days. To reduce overcrowding and risk of slips from spills</p>	<p>JM</p>	<p>29/05/25</p>	

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<p>Electrical Equipment</p>	<p>Staff, volunteers and centre users</p> <p>Risk of electric shocks/ electrocution</p>	<p>Fixed electrical installations are correctly installed/ repaired by qualified electricians</p> <p>Fixed electrical appliances are tested every five years by qualified electricians.</p> <p>Electrical equipment is checked regularly and PAT tested annually</p> <p>Faulty items are red tagged and taken out of use</p>				

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<p>Fire</p>	<p>Staff, volunteers and centre users</p> <p>Risk of smoke inhalation/burns</p>	<p>Fire alarm is tested weekly, fire doors are checked weekly and a log kept of both.</p> <p>Fire extinguishers (2 water in main room and 1 Carbon dioxide in kitchen) -plus a fire blanket in the kitchen are inspected annually by a fire safety expert. Monthly checks of the emergency lighting and the fire extinguishers are carried out and recorded in the log</p> <p>We have clearly marked EMERGENCY</p>	<p>Next inspection due March 2026</p>			

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Cleaning Materials	Staff, volunteers and centre users Risk of ingestion or reaction to cleaning materials	Cleaning materials kept in a locked cupboard – apart from soap, sanitiser and washing up detergent				

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/