

Ocean Tenants Leaseholders Association Building Risk Assessment 2015/16

Ocean Youth Connexions

DATE: 23rd November 2015

ASSESSMENT BY: Kamal Ahmed

RISK ASSESSMENT: Activity Hall, kitchen and Toilets

TIMES: 5.30pm-8.30pm Tuesday and Thursdays

HAZARD/RISK	WHO IS AT RISK	ACTION REQUIRED
<p>Risk tripping, falling, slipping Risk of collision resulting in accident or injury Probability is low/medium</p> <p>Risk electrocution Risk of inhaling carbon monoxide Risk of House fire Risk of food poisoning from stored food in fridge, cross contamination and food left uncovered Risk of extinguisher falling off walls Risk of chairs falling causing injury Risk of asbestos Risk of injury from moving equipment Risk of burn from hot water/cooking Hazard is severe Probability is low</p> <p>Probability is low/serious</p>	<p>Members and staff</p> <p>Identify special needs. If yes, check if further measures are needed. (E.g. disability or behaviour.</p> <p>Members and staff</p>	<p>Staff ratio in line with Youth Service policy 15:1</p> <p>Staff and members to be briefed on OYC's Behaviour Policies. These policies are kept in club office and the wall.</p> <p>Ensure appropriate supervision by staff around halls and regular check in toilet and kitchen area for spillage and general cleanliness</p> <p>Ensure young people wear the appropriate footwear and clothing for table tennis play</p> <p>Participants must be informed of the rules of play and possible dangers of not following them, and the need for safe practice especially when handling hot food and running in the hall area.</p> <p>Ensure young people are informed of the fire exits, evacuation procedure and the importance of registration at each session</p>

<p>Injury to: Staff, participants and visitors Overall risk assessment is low</p> <p>Venue at Ocean Tenants Association main hall and games room, toilet, office and kitchen</p> <p>Ensure equipment complies to EN safety standards and is PAT tested is current and renewed yearly</p> <p>Ensure the centre has a current gas safe certificate.</p> <p>Ensure floor is fit for activity and any wet surfaces is cleaned and made dry before play takes place</p> <p>Ensure in an event of fire staff know what to do and extinguishers operational</p> <p>Ensure kitchen is supervised and any cooking or food preparation is carried under the supervision of a valid food and hygiene certificate holder</p> <p>Ensure the centre is not overcrowded with young people and ratio to staff is maintained</p> <p>Ensure provisions are provided for cold and hot seasonal periods</p>		<p>Centre evacuation meeting point is Greenland House</p> <p>Risks of injury must be fully prevented prior to session</p> <p>The safe use of equipment must be demonstrated and any damaged equipment must be reported or disposed of immediately to reduce further risks.</p> <p>The equipment must be visually checked by the worker in-charge before each session ensuring they are safe for play.</p> <p>Annual PAT testing must be carried out on all OYC's equipment and appliances in the TLA building</p> <p>Gas testing is carried out annually by LBTH</p> <p>Currently there is no issue with Asbestos with the building, if there are then specialist individuals should only attempt to remove it</p> <p>The equipment must be stored safely and securely after use ensuring that they do not collapse or fall after stowing it away</p> <p>Ensure staff are aware of techniques in moving heavy equipment and have been given basic manual handling training.</p> <p>Ensure young people use certified charger for</p>
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<p>Hazard is severe The probability is low/serious.</p> <p>The overall risk assessment is low/medium.</p>		<p>their electrical devices to avoid overheating and burns.</p> <p>Inspection of floors must be visually checked before, during and after the session to maintain a dry playing surface at all times during the course of the day.</p> <p>Ensure young people playing PS3 move onto other activities to avoid RSI and eye strain, adjust screen colour and brightness to a level that is comfortable to the eyes.</p> <p>Ensure fire extinguisher and fire blankets are available in the event of tackling fire and that staff know how to use them. These checked are carried out annually by LBTH and records are kept with TLA management</p> <p>Ensure there is enough ventilation and that the maximum of 30 young people at any given time is maintained to avoid the risk of trampling during evacuation and the cause of injury.</p> <p>Ensure operating temperature is maintained during winter periods and provide provisions of cooling down during hot summer days, e.g. fans, cool water supply.</p> <p>Ensure hot water is available at the centre.</p>
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Ocean Youth Connexions

RISK ASSESSMENT: Generic Club activities, table football, table tennis, board games, PS3, Cards, chill out space and cooking

DATE: 23rd November 2015

TIMES: 5.30pm-8.30pm Tuesday and Thursdays

ASSESSMENT BY: Kamal Ahmed

HAZARD/RISK	WHO IS AT RISK	ACTION REQUIRED
<p>Risk of strain from moving heavy equipment Hazard is severe Probability is low/medium</p> <p>Risk of collisions, by tripping, slipping, being hit by flying object, game pieces and cue Hazard is severe Probability is low</p> <p>Risk of being hit by a table football balls, table tennis bats, pool ball, flying cards, controllers Risk of table tennis collapsing Risk of table football collapsing Risk of food poisoning Hazard is severe Probability is low/serious</p> <p>Injury to: Staff, participants and onlookers Overall risk assessment is low</p>	<p>Members and staff</p> <p>Identify special needs. If yes, check if further measures are needed. (E.g. disability or behaviour.</p> <p>Members and staff</p>	<p>Staff ratio in line with OYC policy.</p> <p>Staff and members briefed on OYC Behaviour Policies. These policies are kept in club office and on the walls</p> <p>Ensure appropriate supervision by staff around halls and address any misbehaviour, incidents and accidents and record accidents, injuries and incidents in the appropriate log books.</p> <p>Ensure young people wear the appropriate footwear and clothing for fast play activities.</p> <p>Participants must be informed of the rules, possible dangers of not following them, and the need for safe and responsible play.</p> <p>Risks of injury must be fully explained, reviewed and reiterated in every opportunity of dangerous play by young people.</p> <p>The safe use of equipment must be</p>

<p>Venue at Ocean Tenants Association main hall and games room Ensure equipment complies to EN safety standards</p> <p>Ensure floor is fit for activity and any wet surfaces is cleaned and made dry for play Hazard is severe The probability is low/serious.</p> <p>The overall risk assessment is low/medium.</p>		<p>demonstrated and any damaged equipment must be disposed of or reported to the project coordinator.</p> <p>Ensure only three people are in the kitchen at any given time during cooking sessions especially hot cook and atleast one person holds a food hygiene certificate.</p> <p>Ensure food is cooked properly and cooled down before being served.</p> <p>Ensure that all electrical and gas equipment is visually checked by staff prior to use.</p> <p>All play equipment must be set up properly ensuring it is safe to use during the whole session and stored safely and securely after use.</p> <p>Inspection of floors must be visually checked before during and after a game to maintain a dry playing surface at all times during play.</p>
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Ocean Youth Connexions

RISK ASESMENT: VDU's, PS3, laptops and controllers

TIMES: 5.30pm-8.30pm Tuesday and Thursdays

ASESSMENT BY: Kamal Ahmed

HAZARD / RISK	WHO IS AT RISK	ACTION REQUIRED
<p>Risk of repetitive strain injury from typing and looking at the screen for long period of times, on eyes, fingers and back issues from sitting</p> <p>Risk of Electric Shock through equipment blowing up or playing with wires on the back of the CPU, laptop charger, console, docking station, kettle, convector heater, projectors and VDU's</p> <p>Static electric shock from electrical equipment</p> <p>Risk of falling from chair if members do not sit on them properly or through excitement</p> <p>Probability is low</p>	<p>Members and Staff</p>	<p>Ensure a qualified First Aider is on hand during the session</p> <p>Display the clubs internet policy on the information wall</p> <p>Member's are briefed on OYC's behaviour policies – kept in clubs office.</p> <p>Make sure member's are briefed on possible risks of strain on eyes, fingers, back and sitting/standing on chairs</p> <p>Ensure members are sitting up straight and not bending for long periods during games console use.</p> <p>Ensure breaks are given to reduce the risk of eye strain and finger strain</p> <p>Reduce the screen brightness to a safe levels, fit screen glares where applicable</p> <p>Before the start of a session ensure cables are properly secured and tied and that there is no need to fix faulty equipment.</p> <p>Ensure that there is a Co2 fire extinguisher to hand</p>

DATE: _____ Name: _____ Position: _____ Signed: _____