Document History			
Written / Revised By	**Date**	**Notes**	**Review Date**
Jo Davies-Robertson	April 2023	/	-
Amy Parry	March 2024	Reviewed, revised to incorporate new layout including changes to SOPs	March 2025
Alice Chapman/Dave Gill	March 2025	Reviewed and revised	March 2026
Alice Chapman	March 2026	Reviewed and revised to incorporate new layout, updated locations of site AEDs	March 2027

Hazard & Associated Risk	**Persons at Risk**			**Control Measures**	**Additional Precautions**	**Probability**	**Impact**	**Score**	**Risk**
	Young	Staff	Visitors						
Uneven Ground – Resulting in trips / slips	P	P	p	- All floor coverings are well maintained, and faults are reported -No trailing cables, cable covered if required - Any steps in / out of the building are well maintained		1	2	2	Minor
COSHH Substances – Not stored correctly / poisoning	P	P	P	- All relevant items are locked in a secure cupboard within the building - Regular checks carried out to ensure that non-compliant / misplaced liquids are removed - Only accessed by key personal		1	3	3	Minor
Carbon Monoxide – Poisoning	p	p	P	- Alarms in place in all buildings, serviced by qualified personnel - Gas appliances are serviced regularly by competent contractors - Carbon monoxide detectors are checked regularly		1	3	3	Minor
Fire – Burns / Smoke Inhalation	p	p	P	- The building is equipped with smoke detectors and fire alarm systems and are fitted with appropriate fire extinguishers - Fire equipment is checked regularly - Emergency exit routes are kept clear		1	3	3	Minor
Rodent Infestation – Carrying diseases	P	P		- Traps in place where required, placed and maintained by competent person, regular building inspections carried out - Rubbish put in appropriate bins, to reduce access to food waste		2	2	4	Moderate

Lack of Cleanliness – Resulting in illness, or littering onsite	P	P		- Cleaners used to keep buildings up to standard		1	2	2	Minor
Gas – Leaks	P	P	P	- LPG gas in place across the site, filled and maintained by gas company - All gas works carried out by competent persons - regular maintenance and testing schedule in place - Automatic cut offs in place for gas cookers		1	3	3	Minor
Electric (Main board / fixed wiring) - Electric Shock / Fires	p	p		- 2-year fixed wiring testing regime in place, carried out by competent persons		1	3	3	Minor
Electric (Portable appliances) - Electric Shock / Fires	p	p		- Annual PAT testing regime in place		1	3	3	Minor
Insufficient Lighting - Resulting in accidents / injury	p	p	p	- Good quality lighting provided throughout the buildings - Checks are carried out to make sure lights are operating and replaced by an electrician when necessary - Flood lighting in external areas where required		1	2	2	Minor
Insufficient Lighting in an Emergency - Resulting in accidents / injury	p	p	P	- Building is fitted with emergency lighting which is tested annually by a competent person in addition to monthly cheeks by BW team		1	3	3	Minor
Water / Hot Water - Legionella	p	p		- Legionella prevention regime in place as well as annual testing - See separate Legionella risk assessment		1	3	3	Minor

Evacuation – Not knowing what to do	p	p	P	- Evacuation details displayed on notice boards around the building - Emergency and Disaster plan in place		1	2	2	Minor
Freezing Temperatures – Freezing Pipes	p	p		- During peak winter, buildings are heated on winter setting and pipes are regularly flushed to reduce risk, external / exposed pipes are lagged		2	1	2	Minor
Temperature of Building – Not being warm enough	p	p		- The building is heated. Controls ae located next to the upstairs Jubilee Office		2	1	2	Minor
Boiler – Not working correctly	p	p		- Boilers are serviced annually and maintained by competent persons with relevant qualifications		1	2	2	Minor
Oven – Not working correctly	p	p		- Gas ovens are serviced annually and maintained by competent persons with relevant qualifications - Hoods and extraction are serviced / cleaned annually		1	2	2	Minor
Oven use – Using without permission / know how	p	p		- No unauthorised persons should use the kitchen - Fire blanket is available in the kitchen		2	1	2	Minor
Food Preparation - Illness / food poisoning	p	p		- Building is equipped to a high standard with adequate food preparation items - Building user is responsible for food hygiene precautions and any relevant qualifications		1	2	2	Minor
Maintenance - Knowledge of safety hazards	p	p		- Building is inspected monthly, and fault logging is conducted by the cleaning team also - Items requiring attention are completed swiftly and an annual refresh programme is in place for BW run buildings		1	2	2	Minor

				- Signs around building with contact email for site maintenance team to report any issues to					
Contractors – Not having appropriate qualifications or insurance	p	p		- Only those with relevant and appropriate qualifications will be allowed to carry out work onsite - Contractors must sign in, provide PLI proof and a RAMS for any work to be carried out onsite - Contactors must wear an 'Approved Contractor' badge, which must be visible		1	2	2	Minor
Access / Egress to the Building – Access to emergency exits	p	p		- Clear emergency exit signage in place on all emergency exit routes - All entrances and exits must be always kept clear		1	2	2	Minor
First Aid – Lack of Provision	p	p	P	- It is the responsibility of users to provide first aid equipment and expertise - There is a de-fib located in the main entrance	-There are more First Aid Kits located in Nepal reception & activity areas - There is a de-fib located in the Jubilee Centre, under the Nepal Shelter and on the container outside Bradley Lodge	1	3	3	Minor
Enforcement of Capacities – Risk of Overcrowding	p	p		- Building is hired out on the expectation that capacity will be adhered to - this is the responsibility of the user / booker to enforce and will be monitored by the staff team		1	3	3	Minor
Disabled Access / Egress – Access into and around building	p	p		- Adjustments / measures are put in place where disabled access is required - Lift in building to access second floor - Step free access into building	-Stair Evacuation Chair available near top of stairs near lift	1	2	2	Minor

				- Accessible toilet on ground floor					
Power Cut – Insufficient lighting in emergencies	p	p		- Emergency lights in place, and checked regularly		1	2	2	Minor
Airflow – air quality / mold growth	p	p		- Buildings are aired when not in use - Temperature of building kept at suitable temperature to reduce humidity build up		1	2	2	Minor
Lift – Becoming stuck in left		p	p	- Not to be used during a fire - Emergency keys kept in the office - Stair Evacuation Chair available near top of stairs near lift		1	3	3	Minor
Loading Bay Doors – Injury or door becoming stuck		p		- Carefully feed the chain though your hands, do not let it just run - Do not open the roller door all the way -Only use the roller doors if given permission		1	2	2	Minor
Climbing/ Abseiling Wall – Unauthorised Use	p	p	P	- Climbing wall not to be used without enough qualified instructor present (leaders/staff responsible for their groups using the hall) - Door to abseiling area kept looked when not in use - See individual activity risk assessments		1	3	3	Minor
Storerooms – Restricted Access		p	P	- Storerooms are kept locked and can only be accessed by authorized persons		1	3	3	Minor
Security - Lack of Provision	p	p	p	- Live-in warden, regular site walk arounds and inspections - Building is alarmed and has a roller shutter on the front doors - CCTV in place around building		1	2	2	Minor