



# **CLYDACH COMMUNITY COUNCIL FORGE FACH COMMUNITY RESOURCE CENTRE RISK ASSESSMENT**

Clydach Community Council has on April 1<sup>st</sup>, 2022, taken over the running of all facilities at the premises of Forge Fach Community Resource Centre . It provides a range of facilities including a community café, a full Day Care Nursery (Forge Fach Day Nursery), a Multi-Purpose Hall, ICT suite, training & conferencing facilities plus an external multi-use games area. In addition there are a number of fully serviced offices available for rental by local businesses. The building also has 24 hour/7 days a week CCTV security cover.

How was the risk assessment done?

Paul Griffiths from Green Hat Consulting followed the advice at [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/). To identify the hazards, he :

- walked around the premises, noting things that might pose a risk;
- talked to premises management team;

The risk assessment has noted what was already being done to control the risks and recorded any further actions required.

Clydach Community Council management team will review the risk assessment whenever there are any significant changes such as new work equipment, work activities or workers and to close out the existing actions.

### Reviewing Procedure

This Document will be formally reviewed regularly by the Community Council Councillors.

Document Review			
Date		Name	Signature
		Matthew Bailey	
13 May 2025	Annual Meeting	Julian Nicholds	<i>J Nicholds</i>

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**Premises Address**

4 Hebron Road Forge Fach Community Resource Centre Clydach, Swansea SA6 5EJ

## Risk Assessment

<b>WORK AREA BEING ASSESSED:</b>		<b>FORGE FACH COMMUNITY RESOURCE CENTRE</b>		<b>LOCATION:</b>	4 Hebron Road Forge Fach Community Resource Centre Clydach, Swansea SA6 5EJ		<b>RA REF:</b>	RA 0001		
<b>ASSESSOR:</b>	Paul Griffiths		<b>SIGNED:</b>	<i>Paul Griffiths</i>		<b>DATE PREPARED:</b>	08 <sup>th</sup> June 2022		<b>REVIEW DATE:</b>	
<b>WHAT ARE THE HAZARDS?</b>	<b>WHO MIGHT BE HARMED AND HOW?</b>	<b>WHAT ARE YOU ALREADY DOING TO CONTROL THE RISKS?</b>		<b>WHAT FURTHER ACTION DO YOU NEED TO TAKE TO CONTROL THE RISKS?</b>		<b>WHO NEEDS TO CARRY OUT THE ACTION?</b>		<b>WHEN IS THE ACTION NEEDED BY?</b>	<b>DONE</b>	
<b>FORGE FACH GENERAL:</b>										
<b>Slips, Trips and Falls</b>	Council members, Volunteers, Organisers, Visitors, Members of the public at risk of injury if they trip over objects or slip on spillages.	<ul style="list-style-type: none"> <li>○ Good lighting in all rooms, corridors and hall.</li> <li>○ Users aware of the need (through hire agreement) to clear up spillages immediately and aware of where the equipment for this (mops etc.) are kept.</li> <li>○ Mats placed at entrances to prevent rainwater being carried in.</li> <li>○ No storage permitted in corridors.</li> <li>○ No trailing electrical leads.</li> <li>○ Cleaner/Supervisor to use anti-slip cleaning products.</li> <li>○ Regular inspection regime in place with all inspections being recorded.</li> <li>○ All Staff and employees are made aware of their responsibilities in keeping areas clear of trip hazards</li> </ul>		<ul style="list-style-type: none"> <li>○ No further action required</li> </ul>						
<b>Fire</b>	Council members, Volunteers, Organisers, Visitors, Members of the public/.	<ul style="list-style-type: none"> <li>○ Fire risk assessment being completed June 2022, with all actions to be addressed.</li> <li>○ Regular and recorded checks of means of escape routes.</li> </ul>		<ul style="list-style-type: none"> <li>○ Fire Alarm Zone Diagrams to BS5839-1:2017 require displaying indicating the fire alarm zone system with clearly identifiable colour coded areas which</li> </ul>						

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	Fatality, serious burns, smoke/toxic fumes inhalation., arms etc, causing crush injuries. The whole body may also get trapped Staff can also be cut by sharp edges or scalded by hot parts	<ul style="list-style-type: none"> <li>Safe condition (green with white pictograms) signage promulgated showing escape routes around the premises are in place</li> <li>Action on discovering a fire notices clearly displayed in the premises and included in the hire agreement and explained during new user induction.</li> <li>Appropriate fire extinguishers reels in situ and checked regularly and serviced annually.</li> <li>Users are informed that they are responsible for the evacuation arrangements for any of their users with special needs.</li> </ul>		<ul style="list-style-type: none"> <li>will assist the fire service to the fire alarm location.</li> </ul>				
				<ul style="list-style-type: none"> <li>Fire extinguishers will require annual service, currently in date until July 2022</li> </ul>				
				<ul style="list-style-type: none"> <li>Evacuation Chair Training - Train staff to safely evacuate people with mobility impairments in an emergency</li> </ul>				
<b>Manual Handling: Movement of equipment, stage units, furniture, play equipment etc.</b>	Council members, Volunteers, Organisers, Visitors, Members of the public Users may suffer strains, back pain etc. if they attempt to lift and carry equipment that is too heavy or awkward to handle	<ul style="list-style-type: none"> <li>Trolleys are available for use to move heavy equipment and all users are informed where they are kept and have access to them.</li> <li>Gloves are recommended for use when moving or handling furniture and equipment.</li> <li>Staff and volunteers trained on correct lifting techniques.</li> <li>Only authorised people to carry heavy objects including volunteers and members of public.</li> </ul>		<ul style="list-style-type: none"> <li>Trolley being used for transporting items require the displaying of the safe working load and placing onto a PUWER inspection sheet</li> </ul>				

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<b>Stored equipment i.e. trestle tables, chairs, play equipment etc</b>	Council members, Volunteers, Organisers, Visitors, Members of the public. Stacked chairs, tables or hard to reach equipment may topple.	<ul style="list-style-type: none"> <li>○ Nesting chairs stacked no more than *8 high.</li> <li>○ Nesting tables stacked no more than* 6 high.</li> <li>○ Users are aware. (Via the terms of the hire agreement) of the above requirements.</li> <li>○ Signage clearly displayed to remind users of the safe stacking limits.</li> <li>○ Collapsible electrically operated chairs secured to wall.</li> </ul> <p>Note *these figures may differ depending on the type of chair of table in use.</p>		<ul style="list-style-type: none"> <li>○ No further action required</li> </ul>				
<b>Hazardous substances</b>	Anyone who may use a cleaning product to clear up a spillage or other materials Visitors who may accidentally come into contact with substances Skin problems i.e. dermatitis, eye damage from direct contact with substances, breathing problems from vapours. Accidental ingestion Vapours may cause respiratory issues especially in confined spaces.	<ul style="list-style-type: none"> <li>○ Mops, brushes and rubber gloves (Personal Protective Equipment) provided.</li> <li>○ Cleaning products classified as 'irritant' or above (i.e. corrosive etc.) replaced, where possible, with a milder product.</li> <li>○ Cleaner/Site Supervisor instructed on the safe use of products i.e. follow users instructions, dilute properly, use in well ventilated areas and never transfer to unmarked containers.</li> <li>○ Records of instruction maintained.</li> <li>○ Cleaning products stored appropriately and securely.</li> <li>○ Minimum amount of cleaning products kept on site.</li> <li>○ A COSHH (Control of Substances Hazardous to Health) register is maintained comprising: Inventory of all products used together with material safety data sheets for each product and for items identified as a hazardous substance, or posing a risk to health, a completed individual COSHH risk assessment.</li> </ul>		<ul style="list-style-type: none"> <li>○ COSHH overview required with data sheets being 2017 version and 2021 version online.</li> <li>○ COSHH (Control of Substances Hazardous to Health) Risk Assessment Portal is available to users of Evans Vanodine chemicals and provides the tools to create and store company risk assessments.</li> </ul>				



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				<ul style="list-style-type: none"> <li>o Evidence of training of COSHH cleaning material use required to ensure all cleaners are aware of PPE controls</li> </ul>				
<b>Electricity</b>	Council members, Volunteers, Organisers, Visitors, Members of the public. Users risk electric shock or burns from faulty equipment or installation.	<ul style="list-style-type: none"> <li>o Fixed installations correctly installed, maintained and repaired by qualified electrician.</li> <li>o Fixed installation regularly inspected – legal requirement is for every 5 years.</li> <li>o New portable appliances (kettles, strimmer's, drills etc.) all carry the CE mark and are entered into an electrical items log book.</li> <li>o Portable equipment visually checked by users before use.</li> <li>o All Council owned portable appliances (kettles, vacuum cleaners etc) PAT tested annually.</li> <li>o Hall users know (via their hire agreement) that they are responsible for any equipment used on site.</li> <li>o Users to be told where mains isolation switch is located.</li> <li>o RCD (residual current devices) used where appropriate.</li> <li>o Any extension cables to external appliances are suitably waterproofed and protected.</li> <li>o Any cables are suitably covered or marked to prevent them being a trip hazard.</li> <li>o Original installation and ongoing repairs completed by qualified electricians.</li> <li>o Portable equipment checked prior to any usage.</li> <li>o Regular checks completed by staff and volunteers.</li> </ul>		<ul style="list-style-type: none"> <li>o Fixed electrical circuits and fixed equipment check (NICEIC) every 5 years is required</li> </ul>				
				<ul style="list-style-type: none"> <li>o PAT testing is out of date with all equipment to be assessed</li> </ul>				

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		<ul style="list-style-type: none"> <li>o Staff and volunteers aware of location of fuse box and how to switch off electricity supply in case of emergency.</li> <li>o Continual monitoring of equipment, sockets and cables to ensure in good repair by staff.</li> <li>o Contact details of emergency electrician made available to all who may require it.</li> <li>o Emergency plans and hospital details available in case of emergency.</li> </ul>							
<b>Toilet facilities</b>	Council members, Volunteers, Organisers, Visitors, Members of the public Lack of welfare arrangements, Public hygiene	<ul style="list-style-type: none"> <li>o Toilets in hall / to be made available. Signage informing the public clearly displayed and regular checks conducted to ensure that sufficient toilet tissue and hand soap is available.</li> <li>o</li> </ul>		<ul style="list-style-type: none"> <li>o No further action required</li> </ul>					
<b>Legionella bacteria growing in the hot and cold water systems that service the whole property</b>	Staff and children using hot and cold water supply could seriously be harmed if legionella is present in water systems.	<ul style="list-style-type: none"> <li>o Water services should be operated at temperatures that prevent Legionella growth:</li> <li>o - Hot water storage cylinders (calorifiers) currently storing water at 60°C or higher</li> <li>o -Hot water should be distributed at 50°C or higher (thermostatic mixer valves fitted as close as possible to outlets, where a scald risk is identified i.e. children's wash hand basins).</li> <li>o - Cold water should be stored and distributed below 20°C.</li> </ul>		<ul style="list-style-type: none"> <li>o Flush out infrequently used outlets (including showerheads and taps) at least weekly and clean and de-scale shower heads and hoses at least quarterly. Hot and cold taps (when not used), run for 10 minutes every week</li> </ul>					

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		<ul style="list-style-type: none"> <li>○ A competent person routinely check, inspect and clean the system.</li> <li>○ Identify 'sentinel' outlets (furthest and closest to each tank or cylinder) for monthly checking of the distribution temperatures. Also check the hot water storage cylinder temperatures every month and cold water tank temperatures at least every six months.</li> </ul>								
<b>Use of lift</b>	Council members, Volunteers, Organisers, Visitors, Members of the public	<ul style="list-style-type: none"> <li>○ As the duty holder CCC are legally responsible for ensuring that the lift is safe to use and that it is thoroughly examined. These responsibilities include:</li> <li>○ maintaining the lift so that it is safe to use;</li> <li>○ selecting and instructing the competent person;</li> <li>○ ensuring that the lift is examined at statutory intervals (every 6 or 12 months) or in accordance with an examination scheme drawn up by a competent person;</li> <li>○ keeping the competent person informed of any changes in the lift operating conditions which may affect the risk assessment;</li> <li>○ making relevant documentation available to the competent person, e.g.</li> <li>○ manufacturer's instructions and maintenance records;</li> <li>○ acting promptly to remedy any defects;</li> <li>○ ensuring that all documentation complies with the Regulations; and record keeping</li> </ul>		<ul style="list-style-type: none"> <li>○ Evidence of six monthly service of passenger lift required</li> </ul>						

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		<ul style="list-style-type: none"> <li>○ Signage in place stating 'Do not use in the event of a Fire.'</li> </ul>						
<b>Use of gym area</b>	Council members, Volunteers, Organisers, Visitors, Members of the public	<ul style="list-style-type: none"> <li>○ Gym area retractable seating is under a service agreement</li> <li>○ Area kept clear of any obstructions</li> <li>○ Fire exit directly out of gym</li> <li>○ Seating neatly stacked on edges</li> <li>○ Floor is in good condition</li> <li>○ Only authorised access allowed</li> </ul>		<ul style="list-style-type: none"> <li>○ Steel cabinet stored in sports gym to be removed</li> </ul>				
				<ul style="list-style-type: none"> <li>○ Review of wall mounted brackets and fixings for gym use required</li> </ul>				

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<b>Working at height (e.g. Decoration, Christmas decorations, changing lightbulbs, Hanging baskets, etc.)</b>	Council members, Volunteers, Organisers, Visitors, Members of the public at risk of sprains, broken limbs, or the potential for a fatality resulting in a fall from a height	<ul style="list-style-type: none"> <li>○ Use work at height hierarchy to determine most suitable method of working at height, do not assume step ladder appropriate for all jobs</li> <li>○ Ladders and stepladders are the most commonly used pieces of access equipment for a wide range of tasks and perhaps the most misused, so it is essential that those who use ladders are trained and competent to do so.</li> <li>○ Ladders should be last option. They should only be considered for light work of short duration and where the use of other more suitable work equipment is not appropriate. If ladders are used, they should be: of the correct type EN131 Professional Standard in good condition</li> <li>○ placed on firm level ground properly secured and set at the correct length and angle for the job.</li> <li>○ Appropriate, commercial stepladder/ladders securely stored and available for use.</li> <li>○ Stepladder/ladder only to be used by competent and authorised personnel.</li> <li>○ Stepladder/ladder subject to regular and recorded inspections.</li> <li>○ Copies of 'Safe use of Ladders' guidance available next to ladder storage area.</li> <li>○ Contractors to be used for tasks which require specialist equipment/skills i.e. fixing flower tubs to lamp posts etc.</li> </ul>		<ul style="list-style-type: none"> <li>○ All step ladders in use should now be designed and manufactured to the current EN 131 Professional standard only. All premises working at height equipment require an inspection regime.</li> </ul>				

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<b>Violence and threatening behaviour</b>	Council members, Volunteers, Organisers, Visitors, Members of the public may suffer assault, threats and abuse from members of the public entering the building.	<ul style="list-style-type: none"> <li>Emergency contact details to be made available to all staff / volunteers in event of an incident</li> <li>Staff trained to provide a polite, non-confrontational service.</li> <li>Use of door controls ie entry Digi lock system and self-locking front door to minimise risk.</li> <li>Contact details retained from all bookings and organisation who use the facilities.</li> <li>Report any incidents to the police and keep a log on-site.</li> </ul>		<ul style="list-style-type: none"> <li>No further action required</li> </ul>				
<b>Display screen equipment</b>	Staff risk posture problems and pain, discomfort or injuries, e.g. to their hands/ arms, from overuse or improper use or from poorly designed workstations or work environments. Headaches or sore eyes can also occur, e.g. if the lighting is poor.	<ul style="list-style-type: none"> <li>Reassessment to be carried out at any change to work feature, e.g. equipment, furniture or the work environment such as lighting.</li> <li>Workstation and equipment set to ensure good posture and to avoid glare and reflections on the screen.</li> <li>Shared workstations are assessed for all users.</li> <li>Work planned to include regular breaks or change of activity.</li> <li>Lighting and temperature suitably controlled.</li> <li>Adjustable blinds at window to control natural light on screen</li> <li>Noise levels controlled.</li> <li>Eye tests provided when needed, duty holder to pay for basic spectacles specific for regular users of visual displays..</li> <li>Laptop users trained to carry out own DSE assessment for use away from office. When used at office, laptop should be used with</li> </ul>		<ul style="list-style-type: none"> <li>Display screen equipment assessments required for all regular users</li> </ul>				

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		docking station, screen, keyboard and mouse. ○						
<b>First aid provision</b>	Council members, Volunteers, Organisers, Visitors, Members of the public Any of the injuries referred to in this risk assessment document	○ First aid needs risk assessment carried out to determine the level of first aid cover required. ○ Sufficient trained first aiders (may be qualified volunteers or organisations such as St John's Ambulance) on site to deal with likely injuries. ○ Sufficient first aid boxes, fully stocked with in date first aid items. ○ Telephones available to call emergency services. Access to landlines and mobile telephones available (mobiles fully charged with sufficient credit and good signal). ○ Signage informing public where first aid is available is clearly displayed		○ First Aid kit required				
				○ Current first aiders or appointed person to be identified				
				○ Defibrillator signage to be removed				
<b>Stress</b>	All staff could be affected by factors such as lack of job control, bullying, not knowing their role etc.	○ Staff understand what their duties and responsibilities are with annual appraisal system in place ○ Staff can talk to supervisors or manager if they are feeling unwell or at ease about things at work. ○ 'No bullying' policy.		○ No further action required				
<b>Lighting</b>	Poor lighting is likely to result in higher levels of work error and accidents.	○ Good quality lighting provided ○ Floodlighting in the external area.		○ No further action required.				

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<b>Disposal of waste</b>	Council members, Volunteers, Organisers, Visitors, Members of the public potential risk of Vermin Infestation Public hygiene Hazardous waste (light tubes, paints, oils etc.). Slips and trips	<ul style="list-style-type: none"> <li>○ Arrangements with local council for the disposal of any waste classed as hazardous i.e. light tubes, medical waste etc.</li> <li>○ Waste disposal procedures risk assessed.</li> <li>○ Sufficient waste disposal bags/containers available with arrangements for immediate collection or storage until refuse collection day.</li> <li>○ All relevant people to be briefed on arrangements.</li> <li>○ Arrangements in place to clear site of litter and refuse after event.</li> <li>○ Special containers for glass.</li> <li>○ Yellow medical disposal containers provided for needles/sharps.</li> <li>○ Safe procedure documented and shared with relevant personnel for the disposal of any sharps.</li> </ul>		<ul style="list-style-type: none"> <li>○ Designated zone required for safe storage of waste bins</li> </ul>				
<b>CAR PARK AREA:</b>								
<b>Car Park Area: Slips and trips</b>	Council members, Volunteers, Organisers, Visitors, Members of the public at risk of slips, trips and falls in bad weather, damage to car park surface or discarded / poorly placed items. Trips and falls at night-time	<ul style="list-style-type: none"> <li>○ Report holes and trip hazards in car parks so these can be dealt with where appropriate</li> <li>○ Take care in bad weather conditions such as rain, ice or storms</li> <li>○ Proper and suitable drainage is provided and maintained</li> <li>○ Suitable warning signage warning of raised kerb areas on car park</li> <li>○ Suitable lighting at night-time</li> <li>○ Car park gritted in icy conditions</li> </ul>		<ul style="list-style-type: none"> <li>○ Car park white directional signage and car park spaces require renewal.</li> </ul>				



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<b>Car Park Area: Car Crime</b>	Council members, Volunteers, Organisers, Visitors, Members of the public Individuals using or working in car parks as well as vehicle-related crime	<ul style="list-style-type: none"> <li>○ All incidents are reported to both the Council and police and properly investigated</li> <li>○ Car park closed at 9 p.m.</li> <li>○ Option of barrier control</li> <li>○ Regular surveillance with help from the police</li> <li>○ Suitable lighting provided to help with prevention of crime</li> <li>○ Signage stating: <i>'Users of this car park do so at their own risk. Signage to be changed to Clydach Community Council will not accept responsibility for damage, accident or loss'</i></li> </ul>		<ul style="list-style-type: none"> <li>○ No further action required</li> </ul>				
<b>Car Park Area: Vehicle movement e.g. car parking, carnival floats, mobile library, fetes, gala attractions (children's rides) etc.</b>	Council members, Volunteers, Organisers, Visitors, Members of the public Serious injury such as broken limbs, crushing or even fatality if struck by a moving vehicle, particularly when reversing. Injury from falls from the vehicle	<ul style="list-style-type: none"> <li>○ Entrances to car park/car parking area clearly marked and kept clear at all times.</li> <li>○ Separate pedestrian access provided via a gate</li> <li>○ Pedestrian crossing in place</li> <li>○ Car park surface to be regularly maintained and check for damage, potholes and debris etc.</li> <li>○ Parking spaces for visitors with disabilities available close to entrances/event location.</li> <li>○ For large events, parking to be controlled by marshals wearing high visibility vests.</li> <li>○ Car park well lit.</li> <li>○ Temporary traffic cones appropriately placed, if necessary.</li> <li>○ Police/highways liaised with for large events</li> </ul>		<ul style="list-style-type: none"> <li>○ 5mph signage requires displaying in the car park</li> </ul>				
<b>Car Park Area: Hazardous debris</b>	Council members, Volunteers, Organisers,	<ul style="list-style-type: none"> <li>○ Volunteers to do a sweep of the area prior to stands and attractions being set up.</li> </ul>		<ul style="list-style-type: none"> <li>○ No further action required</li> </ul>				

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(needles, broken glass, sharp objects, animal faeces etc)	Visitors, Members of the public Needle stick injuries, cuts/lacerations, infection from infected needles etc. Toxocariasis (partial blindness cause by dog faeces)	<ul style="list-style-type: none"> <li>Volunteers to be issued with leather working gloves and trigger grip reaches (litter pickers).</li> <li>Yellow medical waste containers to be available to dispose of sharps/used needles.</li> <li>Hard containers/bins to be available for the disposal of broken glass etc.</li> <li>Any accidents resulting in hazardous debris i.e. (bottles being dropped and broken,) to be coned off and cleaned up immediately.</li> <li>Any hazardous debris to be disposed of appropriately.</li> <li>Sanitised plastic bags available for the collection of faeces.</li> <li>Hand washing facilities / sanitising gel available for staff to clean hands.</li> <li>Dog waste bins provided on riverside path</li> </ul>						
<b>Car Park Area: Access for Emergency Vehicles</b>	Council members, Volunteers, Organisers, Visitors, Members of the public may inadvertently cause Emergency vehicles being unable to access the venue/site. Possible collision with people or vehicles	<ul style="list-style-type: none"> <li>Ensure emergency exits for vehicles as well as pedestrians are signed appropriately and are accessible at all times.</li> <li>Adequate number of traffic marshals are available to monitor and co-ordinate.</li> </ul>		<ul style="list-style-type: none"> <li>No further action required</li> </ul>				

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<b>CHILDREN'S PLAY AREA</b>								
Children's play equipment slides, seesaws, climbing bars, roundabouts etc,	Visitors, Members of the public, Children, unauthorised users at risk of injury due to defective equipment or incorrect use	<ul style="list-style-type: none"> <li>Regular and recorded inspections carried out.</li> <li>Any item found defective either removed or cordoned off immediately and signage displayed informing that it is not in use.</li> <li>Maintenance carried out by a competent person according to manufacturer's/installers instructions.</li> <li>Repairs carried out by a competent person as soon as possible after the defect has been identified</li> </ul>		o No further action required				
<b>MULTI USE GAMES AREA (MUGA)</b>								
Leaves falling onto surface – slippery when wet.	Visitors, Members of the public, Children,	<ul style="list-style-type: none"> <li>Users play on the MUGA at their own risk.</li> <li>Signs to this effect displayed on basketball hoop</li> </ul>		o No further action required				
Risk of collision with the fencing during play.	Visitors, Members of the public, Children,	<ul style="list-style-type: none"> <li>Users to notify council of any problems – contact details to be displayed on the perimeter fencing.</li> <li>No spiked or studded footwear or stiletto heels.</li> </ul>		o No further action required				
Risk of graze (to user) when falling on surface.	Visitors, Members of the public, Children,	<ul style="list-style-type: none"> <li>No smoking in the MUGA; No dropping of cigarettes/matches onto the surface. No animals allowed (with the exception of registered assistance dogs.)</li> <li>No chewing gum.</li> <li>Users to notify council of any problems – contact details are displayed on the perimeter fencing.</li> </ul>		o No further action required				

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<b>Risk of injury from slipping on foreign bodies (cigarette ends, chewing gum, Dog faeces)</b>	Visitors, Members of the public, Children,	<ul style="list-style-type: none"> <li>No glass bottles or glasses allowed into MUGA or spilling of drinks onto surface. Footwear to be worn at all times. Users to notify Clydach Community Council of any problems.</li> </ul>		o No further action required				
<b>Day Nursery</b>		o						
<b>Slips and trips</b>	Staff, children and visitors may be injured if they trip over objects/ uneven flooring or slip on spillages, e.g. body fluids, drink spilled, water from wet play. Toys left on floor	<ul style="list-style-type: none"> <li>Wet floor warning signs used</li> <li>Staff clean up spillages immediately and leave the floor dry. appropriate PPE worn for spillages of body fluids or chemicals.</li> <li>There are no trailing cables or obstructions in walkways, cable covers are used for all electrical leads/cables</li> <li>Doormats are placed at the entrance in wet weather</li> <li>Outside access limited in poor weather and walkways gritted when it snows, leaves cleared in the winter.</li> </ul>		o No further action required				
<b>Manual handling</b>	Staff risk injuries or back pain from handling heavy/bulky objects, e.g. lifting children on to changing mat	<ul style="list-style-type: none"> <li>All staff trained to lift correctly</li> <li>Commonly used items and heavy goods are stored and are accessible at the appropriate height</li> <li>The sink is at an appropriate height to prevent stooping.</li> <li>Remind staff that deliveries (except for stock that can be easily carried) should always be moved using a trolley</li> </ul>		o No further action required				
<b>Contact with heat Steam, hot water and hot surfaces</b>	Staff children or visitors may suffer scalds or burns when they are handling hot substances or come into contact with	<ul style="list-style-type: none"> <li>No access allowed by children to kitchen area</li> <li>Radiator covers and Thermostatic Radiator Valves in place to control, the temperature of the radiator</li> </ul>		o No further action required				

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	hot surfaces i.e. radiator burns.	<ul style="list-style-type: none"> <li>Heat-resistant gloves, cloths and aprons are provided for staff preparing food. Staff make sure pan handles are in good condition before use.</li> </ul>						
<b>Wet Hands</b> Changing nappies, cleaning, food handling, dish washing and assisting children with the toilet.	Staff may suffer from dermatitis, increased sensitivity, severely dry skin from frequent hand washing and some can develop skin allergies from handling certain food, chemicals or products.	<ul style="list-style-type: none"> <li>Staff will wear gloves for most wet work (certain circumstances may not be appropriate i.e. wet play)</li> <li>Different sized non latex gloves are provided, to fit all staff for tasks such as nappy changing</li> <li>In the kitchen food grade, single use, non-latex gloves are used for tasks that can cause skin problems, e.g. salad washing, vegetable peeling</li> <li>Remind staff to thoroughly dry their hands after washing them</li> <li>Staff are trained to dry their hands thoroughly and moisturise between wet jobs.</li> </ul>		o No further action required				
<b>Contact with cleaning chemicals</b>	Staff risk skin irritation or eye damage from direct contact with cleaning chemicals. Vapour from cleaning chemicals may cause breathing problems. Children if they gain access to chemicals are at risk of permanent damage to health or death if they ingest chemicals.	<ul style="list-style-type: none"> <li>Where possible, cleaning products marked 'irritant' are avoided and milder alternatives are used instead</li> <li>Staff are shown how to use and store cleaning products safely, and told never to transfer chemicals to an unmarked container.</li> <li>Mops, brushes and protective aprons and appropriate gloves are provided and used.</li> <li>Staff rinse gloves after using them and store them in a clean place</li> </ul>		o No further action required				

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		<ul style="list-style-type: none"> <li>Products are used in accordance with safety data sheets and PPE is used when appropriate</li> </ul>						
<b>Electrical equipment</b>	Staff or children could get shocks or burns from faulty electrical equipment. Electrical faults can also lead to fires.	<ul style="list-style-type: none"> <li>Plugs and sockets etc. are suitable for environment and plug covers in children's playing areas where appropriate.</li> <li>Residual current devices (RCDs) are installed on electricity supplies to hand-held and portable appliances</li> <li>Any defective equipment, plugs, discoloured sockets, damaged cables and on/off switches are promptly reported and a method instigated to stop their use.</li> <li>Any faulty equipment is promptly taken out of use</li> <li>Staff know where the fuse box is and how to safely turn off the electricity in an emergency</li> <li>Safety checks of the electrical equipment and installations are carried out to ensure that the equipment continues to be safe. Where necessary this is done by a competent electrician, with PAT testing in place</li> </ul>		<ul style="list-style-type: none"> <li>No further action required</li> </ul>				
<b>Fire</b>	If trapped, staff and children could suffer fatal injuries from smoke inhalation or burns	<ul style="list-style-type: none"> <li>Fire risk assessment has been done, and any necessary action taken,</li> </ul>		<ul style="list-style-type: none"> <li>No further action required</li> </ul>				
<b>Infectious disease</b>	Staff and children at risk of becoming ill from the spread of infectious diseases. E.coli infections for example can cause	<ul style="list-style-type: none"> <li>Infection prevention/control policy in place.</li> <li>Exclusion policy for staff and children in place. Exclusion period dependent on illness/ disease.</li> </ul>		<ul style="list-style-type: none"> <li>No further action required</li> </ul>				

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	bloody diarrhoea, nausea and vomiting. Rare cases can lead to severe anaemia, kidney failure and even death	<ul style="list-style-type: none"> <li>Communal play suspended in cases of suspected outbreaks.</li> <li>PPE (i.e. gloves and aprons) provided for procedures that involve contact with body fluids i.e. toileting. Clean PPE used on each child. Hands washed before and after procedures.</li> <li>Posters displayed on correct hand washing techniques and children supervised and assisted to wash hands if necessary.</li> <li>Cleaning schedules in place for toys, water play and sand pit. Soft toys and furnishes washed at high temperatures above 60°C in cases of outbreaks. Broken toys replaced.</li> <li>Training to staff provided on correct use of chemicals i.e. contact times and ensuring the correct chemicals is used for the task in hand</li> <li>Water play, sand and play dough is stopped and changed immediately following an outbreak, otherwise on a rota to be changed regularly.</li> </ul>								
Young	Young persons may put themselves and others at risk due to their lack of risk awareness and immaturity .	<ul style="list-style-type: none"> <li>Young person to have individualized risk assessment that takes in to consideration factors such as lack of risk awareness and immaturity of young persons.</li> <li>Consider their specific health and safety requirements, the training that will need to be provided and the range and use of work activities and equipment they may be entrusted with, protecting them from</li> </ul>		o No further action required						

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		exposure to hazards by implementing control measures. <ul style="list-style-type: none"> <li>○ All young members of staff are to be supervised and go through a period of just shadowing (usually 2 weeks)</li> </ul>						
<b>Pregnant persons</b>	Staff who are expecting can be at risk from miscarriage from manual handling tasks and excessive work schedules.	<ul style="list-style-type: none"> <li>○ Individual risk assessments to be put in place to ensure duties carried out do not put pregnant person at risk, consideration given to extra breaks, changing routines etc.</li> <li>○ Mothers who have not long given birth may also need special consideration i.e. if they have had a caesarean or are breast feeding</li> </ul>		<ul style="list-style-type: none"> <li>○ No further action required</li> </ul>				
<b>Unattended children</b>	Children	<ul style="list-style-type: none"> <li>○ A proportionate rate of staff to children during break times on the playground</li> <li>○ Head counts to ensure all children are present, particularly when after playing in the playground or during school trips.</li> </ul>		<ul style="list-style-type: none"> <li>○ No further action required</li> </ul>				
<b>Security of entry points and exits</b>	Children	<ul style="list-style-type: none"> <li>○ Ensure all entry and exit points are locked, secured and/or supervised appropriately to prevent children leaving the nursery and grounds.</li> <li>○ Ensure the perimeter of the nursery is sturdy and appropriately made to prevent children from 'escaping'.</li> <li>○ A head count will ensure all children are present. Do not allow children to play in the playground until the perimeter is either fixed or the gap is suitably blocked.</li> </ul>		<ul style="list-style-type: none"> <li>○ No further action required</li> </ul>				
<b>Drug and medication administration</b>	Staff & Children	<ul style="list-style-type: none"> <li>○ Medical Information of all staff and children is stored and access can be provided to the information in an emergency.</li> </ul>		<ul style="list-style-type: none"> <li>○ No further action required</li> </ul>				



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		<ul style="list-style-type: none"> <li>○ Medication is only administered by a person trained to do so, with the child/staff member's medical information to hand.</li> <li>○ Refer to company policy when giving children plasters/medication.</li> </ul>								

