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| Risk Assessment - Make Play Connect Limited. | | Assessment Carried out by : Gillian Francis/Lisa Ransom | | | | | |
| Date of Assessment: 1st November 2021 | | Updated: 1st Nov 2020 | Updated 1st Jan 2021 | Updated 2nd June 2021 | | | |
| Next Reviewed: 1st Jan 2022 | | | | | | | |
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| 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 | |
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| Slips and Trips | Staff and Visitors may be injured if they trip over an object or slip on any spills. | General good office housekeeping. No Trailing leads or cables. All work areas are kept clean and tidy and all equipment cleared away after any activities. | Monitor all the time and remind All new MPC Practitioners and event attendees of sensible practices. | All MPC staff and class practitioners. | Ongoing. | | √ |
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| Manual Handling | Staff are at risk of injury or back pain if lifting heavy or bulky items. | High shelves have light objects stored only. Staff and Practitioners are aware of lifting heavy or bulky items | Monitor all the time and remind All new MPC Practitioners and event attendees of sensible practises. | All MPC staff and class practitioners. | Ongoing. | | √ |
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| Electrical | Staff and Visitors are at risk of getting electrical shocks or burns from using faulty equipment. Electrical | Staff and Practitioners are asked to report any broken switches, plugs or cables to Gillian Francis. Staff and practitioners are to be | Confirm the process with the Landlord for making safe any office building damage, EG - Broken sockets or switches. All electrical equipment supplied within | Gillian Francis. | Done. | | √ |

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| | faults can also lead to Fires. | fully responsible for any personal equipment they bring to MPC. | MPC should be yearly PAP Tested by an electrician. | | | |
| Fire | Staff and Visitors are at risk of becoming trapped or suffering fatal injuries from a Fire. | Carry out a Fire Risk Assessment on the building and take any necessary actions. | Ensure any actions are carried out following the risk assessment. Display Fire Assembly Point sign with instructions. | Gillian Francis. | Done. | √ |
| Lone Working | Staff could suffer injury or ill health when working alone in the office. | Staff and Practitioners are All made fully aware of MPC's Lone Working Policy guidelines. All Areas are fully checked before closing up the office at night. | Awareness of the Policy Guidelines which every member of Staff and Practitioners must read and sign the document. | Gillian Francis. | Ongoing. | √ |
| Covid-19 | Staff or Visitors could suffer injury or ill health when working or attending workshops | Staff and Practitioners are all fully aware of Covid-19 Guidelines which include, Social Distancing, Handwashing, Wearing Masks, Regular Cleaning and ventilation and Maximum Group Sizes | Awareness of the Current Government Covid-19 Guidelines which every member of Staff and Practitioners must be aware of. | Gillian Francis | Ongoing | √ |

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| | | allowed withing in MPC. Display of guidance posters around the premises regarding face touching, hand washing, sanitising the bathroom and most current advice from the government. | | | | |
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| Dangerous Objects | Self-harm / Harm to others members of the public / MPC staff. | All objects that may cause harm are locked away on a daily basis. All objects that may cause harm are only taken out of a locked cupboard when in use and immediately accounted for and locked back away after use. No harmful object are used with any vulnerable young people where this particularly risk is mentioned in their Risk Assessment. | Continue safe protocol regarding the locking away of potentially harmful objects. Continued assessment of materials and equipment brought in to MPC and a risk assessment completed and updated. | Gillian Francis | Ongoing | √ |
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| More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/ | | Published by the Health and Safety Executive 09/20 | | | | |