

THE STUDIO ABOVE

Risk Assessment Sheet

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<i>What are the hazards?</i>	<i>Who might be harmed and how?</i>	<i>What are you doing to already control the risks?</i>	<i>What further action do you need to take to control the risks?</i>	<i>Who needs to carry out the action?</i>	<i>When is the action needed by?</i>
Fire - electrical, wall heaters, hotplate and microwave.	Customers, visitors, guests, leaders and landlords - burnt , smoke inhalation.	Fire escape signs displayed and instructions provided. Fire extinguisher and smoke alarms installed. No smoking policy. Escape routes obstruction free. Visual inspection of equipment.	Yearly service of fire extinguisher. Monthly check of smoke alarms. Inform leaders and users of procedures. Keep inspection records. Users to notify landlords of any faulty equipment.	Landlords and leaders.	Ongoing.
Uneven floors.	Customers, visitors, guests, leaders and landlords - trip hazard.	Clear warning signs displayed.	Ensure user awareness.	Landlords and leaders.	Ongoing.
Reduced headroom.	Customers, visitors, guests, leaders and landlords - head injury.	Clear warning signs displayed.	Ensure user awareness.	Landlords and leaders.	Ongoing.
Sharp objects used in kitchen or workshop.	Customers, visitors, guests, leaders and landlords - cuts.	First Aid kit provided.	Advise leaders to be aware of their own safe practices and to report if First Aid kit has been used.	Check contents of First Aid kit is complete and within expiry date.	Landlords monthly.
Burns from kettle, microwave, hotplate and heaters.	Customers, visitors, guests, leaders and landlords - touching hot surface, steam, boiling water, etc.	Instructions for appliance use provided.	Ensure user awareness.	Leaders to ensure user awareness.	Ongoing.
Illness caused by unsafe food/poor kitchen hygiene.	Customers, visitors, guests, leaders and landlords - consumption of unsafe food.	Owner holds up to date Food Safety/Hygiene certificate.	Implement the hygiene control measures covered during training course. Keep training up to date.	Landlords.	Ongoing.

Co-Vid 19 and other infectious diseases.	Contracting the disease from other people or by touching contaminated surfaces.	Owner holds up to date Infection Control plus Co-Vid 19 certificate. Hand sanitation points on both floors. Contact surfaces sanitised before and after use. Restrict numbers to enable social distancing. Windows kept open during events. Masks worn when 2m social distancing difficult. Personal details taken for 'track and trace' purposes.	Implement the hygiene/prevention controls and keep training up to date.	Landlords and leaders .	Ongoing.
Stairs and windows.	Adults and children - tripping or falling on stairs or from window.	Handrails provided on both sides of stairs. Window limiters fitted.	Ensure safety fittings and handrails are in good working order.	Landlords.	Ongoing.
Intruder.	All occupants.	Securable doors.	Ensure leader secures doors whilst building is in use.	Leader .	Ongoing.
Hazardous materials and chemicals.	Customers, visitors, guests, leaders and landlords - ingestion or skin/eye damage.	Hazardous materials are not allowed on site. Cleaning chemicals and art materials are clearly labelled, stored and used as per manufacturers instructions.	Be aware of safe use of materials and chemicals.	Landlords and leaders .	Ongoing.
Water spills and leaks.	Customers, visitors, guests, leaders and landlords - slip hazard.	Anti-slip flooring in workshop. Pipework is in good order.	Check and maintain pipework in good order. No leakages visible. Fix blockages. Mop spills immediately.	Landlords and leaders .	Ongoing.