

Key

1-3	Low Risk
4-7	Moderate
8-12	High
13+	Extreme

Risk Assessment Pye Green Community Centre

On Behalf of: Hednesford Town Council		Assessment Carried out By: Cheryl Kinsella RFO						Date of Assessment	28.02.25			
								Date of Next Review	28.02.26			
Area	Risk or Hazard	Who might be harmed?	Location	Likelihood	Consequence	Score	Risk Level Identified	Mitigation / Controls in Place	Recommendations	To be actioned by	When to be actioned / completed	Other
Inside	Slips, Trips and Falls	Any visitors or staff	Floors - All	2	3	6	Moderate	Cleaning signs for wet floor areas. Buckets under leaks on roof	Cleaning prior to opening. Suggest barrier mats. Roof repairs urgent for foyer and reception leaks	Town Council, All Staff & Centre Officer	On-going	Feedback from hirers on floor. Issues due to roof looks On-going until Winter 2024
Outside	Slips, Trips and Falls	Any visitors or staff	Outside Access areas	2	3	6	Moderate	Grit for ice if needed for ramp / steps	To be applied as needed in inclement weather	All Staff	On-going	Legal issue if 'natural' hazard changed by our actions
Outside	Slips, Trips and Falls	Any visitors or staff	Outside Car Parking	1	4	4	Moderate	Car Park Area - Issue with Disabled Bays Size, Slabs holding back soil @ LH side broken need replacing	Received a quote for disabled bays remarking, broken slab replacing and potential barrier to reduce / remove damage from parking	Officers and Councillors	Urgent - Spring 2025	Slab replacement urgent due to the number of broken slabs. Risk of them falling and also land slipping
Outside	Slips, Trips and Falls	Any visitors or staff	Ramps and Steps	1	3	3	Low	A few loose slabs needing attention but generally paving is solid under foot	Review during summer holidays when less hirers	RFO - To liaise with Caretaker	Spring / Summer 2025	Work not urgent. Maintenance check list
Outside	Vehicle Movement	Any visitors or staff	Car Park and access & egress via the main gates	1	4	4	Moderate	Car park area well marked out. Disabled spaces near to ramp need remarking. Car park well lit at night. Pedestrian gate access available	Slow sign i.e. 5mph or speed hump on entrance slip road to slow down vehicles on arrival	Any ramps would likely need CCDC permission.	Consideration by Councillors if they wish to proceed with any notices on entrance	No reported accidents or incidents at this time.
Outside	Slips, Trips and Falls	Caretaker	Grass on LH side of Car Park (Raised)	1	4	4	Moderate	The maintenance of the area is done via Caretaker with use of barriers and cones	As and when repairs are done, look at options available for non grass that would be agreeable to houses	To be reviewed in 2025	End of 2025	Only to be completed when other staff are present. Ensure ground is stable and barriers are placed in area worked
Inside and Outside	Slips, Trips and Falls	Caretaker / Window Cleaner / Other Contractors	Outside of building + Inside Maintenance work - use of step ladders - working at height	2	4	8	High	All work done at height to be undertaken when other staff are at the centre. Visitors to be signed in and checked on at regular intervals including Window Cleaner. Most windows accessible from ground height	Recommend regular ladder checks to ensure safe for maintenance use. Recommend where possible, other staff member secures the ladder when working at height. No lone working	Caretaker to advise of any ladder issues and maintain the equipment stored in lock up 2	On-going	No ladder related work to be done unsupervised/ without another employee present. Any outside contractors to be monitored during the time they are here.
Outside	Retaining Wall Collapse	Any visitors or staff using LH side Parking. Caretaker when maintaining	LH side of Car Park where domestic fences are higher	2	4	8	High	Unable to mitigate the damage / risk without further works	Replace slabs as a matter of urgency. Look at mitigation to reduce further damage once replaced.	Quote Obtained for works needed	Spring / Summer 2025	Remove broken parts of slabs to reduce risk of falling onto property
Outside	Waste Spillages. Large vehicle manoeuvring on collection days	Centre users/ car park users, local residents during summer months if non collection	Rear of Car Park	1	2	2	Low	Waste is collected fortnightly. If waste builds up, extra collections requested. Waste is split into recycling, glass and general waste to reduce overall general waste	Contractor changed to Veolia following price increases without recycling by Biffa	All Officers to be vigilant on non waste collections	On-going	
Outside Storage	Items Stored causing harm or injury. Possible fire hazard	Staff, Centre users, neighbouring properties, cars parked	Rear LH side of Car Park	1	3	3	Low	Storage areas are locked but in use by PGCC, Epic Dance and Seasons Theatre. Battery operated PIR lights are in place for safety. PGCC have lockers 2&3 with Epic and Seasons sharing Locker 1. We ask that they maintain accessibility of Locker 1 jointly	Locker contents reviewed by caretaker in Summer 24 and hirers only have use of Locker 1 which they have agreed to manage between them.	no action required	Completed	
Inside and Outside	Personal Injury	Visitors or Staff	All	1	2	2	Low	HTC has the relevant liability insurance. Hirers are asked to ensure they have the correct insurances in place	Long term hirers to be reminded about insurance. Remind them on own Risk assessment needed when	All officers	On-going	

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PGCC	Personal Injury	Staff	All	1	2	2	Low	First Aid boxes located around the centre for minor injuries incurred by staff.	First Aid training for Staff. Check on contents and dates of first aid equipment.	RFO / Chief Officer	Matt Johnson attended 1st aid training	
PGCC	Personal Injury	Visitors or Staff	Kitchens	2	3	6	Moderate	Signage where appropriate. Sharp knives and scissors removed from Kitchens.	Monitor drawers in kitchen for left items which may cause injury. Ensure urns are switched off and kettles are unplugged after use	All Staff	On-going	we cannot prevent items coming into the centre that may cause harm. Close monitoring and reviews needed when issues identified
Inside	Personal Injury	Visitors / Centre users	Windows	3	4	12	High	Break in cord should entanglement happen which is not visible on metal chain and repaired on plastic (so not operative)	Initially, secure cords higher by reducing length. Ideally, all metal cords to be replaced with plastic cords with a break as soon as possible	All	Urgently required	Cords should be set to break but metal cord/chain does not seem to be compliant. Needs checking
Accessible Toilet	Personal Injury / falls	Centre Users	Baby Change Equipment	2	5	10	High	Baby change unit compliant with regulations at the time the building was opened. Notice displayed advising parents to hold onto their child when using the equipment	Received a number of concerns re the lack of straps when changing an older child. Recommend looking at replacing with latest type	Approx £115 for wall mounted CPC compliant unit but expert fitting recommended	Within 12 months	Upgrade to unit would minimise the risk of falls
Storage Area (Chairs & Tables)	Personal Injury	Centre Users / Staff	Storage Area next to function room	1	4	4	Moderate	All items stacked. Area has a walkway through. Recently re-stacked for safety. Some tables removed to reduce risk of tables falling	Space re-organised with the removal of some 6ft tables which are less used		On-going	
Office	Lone Working	Staff	Office	2	3	6	Moderate	Office access during daytime an issue due to lock failing. CCTV on premises. Last person working locks door whilst working alone. 4 Panic alarms issued	Updated remote lock required but with override for anyone locked in or out due to failure	Expenditure to secure areas within the centre requires approval	On-going	Panic alarms given to anyone left on their own in the centre (staff or hirer)
PGCC	Lone Working	Facilities Staff / Bar Personnel	Function Room / MR1 / MR2	2	4	8	High	WhatsApp Group for any issues on late closing. Team meetings held to discuss options for larger groups. Panic Alarms issued	Back-up of officers for larger late night parties if needed	Chief Officer to review with PGCC Officers	On-going	Larger evening parties are higher risk due to numbers / drink consumed.
PGCC	Lone hirer or lone worker	All Staff, visitors	All PGCC areas	2	3	6	Moderate	CCTV Camera's in main reception / outside areas. Staff advise lone hirers on leaving that they are alone and offer panic alarm with instructions	De-escalation techniques training for public facing roles as determined	Chief Officer to identify those that need training.	By end of year 2025	CAB attendees seem to have additional issues which can be inflationary. Higher risk especially when bookings are full for the day
PGCC	Security, Theft and Vandalism	Property and potentially any staff or visitors on site	Inside & Outside of Centre	2	2	4	Moderate	Building Alarmed when closed. CCTV monitoring at all times around the building and in reception area	Look at additional Camera(s) for areas not covered	PGCC Committee. Chief Officer / RFO to look into and obtain quotes for additional camera's	By end of year 2025	Gates difficult to see on current CCTV coverage. Not all perimeter covered. Camera's not high spec

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PGCC	Cleaning Substances	Facilities Staff / visitors	Locked Storage Cupboard	2	2	4	Moderate	Cleaning products kept locked and separate from other items. Gloves provided and other safety wear where needed.	Review products and risk using COSHH guidelines. Reduce use of Chemicals. Organise and label storage area	All	By end of year 2025	Look at alternative products where possible i.e. non chemical. Potential to use steam mop in areas
PGCC	Electric Shock	All visitors / staff	Main fuse board is located in the IT room	1	5	5	Moderate	No untested electrical items allowed. Items for HTC regularly PAT tested. All repairs undertaken by qualified electrician.	Look at covers for lower sockets where children could potentially access	PGCC Committee,RFO & Facilities Staff	Next 3 months	Any issues are reported and rectified ASAP. Roof leak in reception area could potentially be a hazard if not repaired
PGCC	Fire Risk	All Visitors / Staff / Local Residents	All Areas	1	5	5	Moderate	Smoke detectors checked annually. Fire extinguishers checked regularly. Fire alarm checked for any operational issues weekly.	Fire Marshals training required. Annual evacuation process to be evidenced	All Staff	Annually	Log on tests / fire drills / maintenance needed to be kept for evidence
Office	Fire Risk	Staff	Office	1	5	5	Moderate	Smoke detectors x 2. Keeping flammable items switched off when not in use. Storage of flammable items separate.	Ensure no equipment is left switched on over-night or during periods of reduced office use. Ensure heaters are not left on unattended	All Office Staff	On-going	Carbon Dioxide fire extinguisher just outside the office in case of electrical fire
Meeting Room 1	Fire Risk	All room users / staff	Meeting Room 1	1	5	5	Moderate	Sources of Ignition - low. Highly flammable items low. Chairs compliant with regulations. Room generally let during office hours with a few outside of hours. Smoke detectors. Fire extinguishers. Notice on back of door	Foam only extinguisher. Recommend a further carbon dioxide extinguisher added to room for white board fire risk mitigation. Notices on Door for fire assembly point update	PGCC Committee,RFO, All Officers	On-going	Current extinguisher for wood / paper only. Look at CO2 extinguisher when first point safety visit
Meeting Room 2	Fire Risk	All room users / staff	Meeting Room 2	1	5	5	Moderate	No sources of ignition. Flammable items low. Sofa and Chairs compliant with current fire regulations. Smoke detectors in place	Notices on Door re 'in case of fire' assembly point	Chief Officer, RFO, All Officers	On-going	
Reception Foyer / general	Fire Risk	All Centre Users / Staff	Reception & General	1	5	5	Moderate	Sources of ignition - low. TV, cabinet lighting only. Flammable items low. Sofa's updated to latest Fire Regulations. Other chairs Wood. Artificial plants, fire retardant	Fire assembly sign which is located around the corner from where people wait.	Chief Officer, RFO, All Officers	On-going	Extinguishers available appropriate for location
Cleaning Cupboard	Fire Risk	All Centre Users / Staff	Between Male & Female Toilets - locked	1	5	5	Moderate	Low sources of ignition within cupboard. New Shelving / storage to be installed so that better separation of chemicals is available.	Temperature Monitor recommended in case of any extreme heat sources	Chief Officer, RFO, All Officers	On-going	Area has no direct heat source or window. Extraction?
Toilets	Fire Risk	All Centre Users / Staff	Male, Female, accessible	1	5	5	Moderate	No sources of ignition identified. No high risk items. Fire Extinguisher (foam) located in corridor	None	Chief Officer, RFO, All Officers	On-going	Monitor any changes to areas
Heating Maintenance Cupboard	Fire Risk	All Centre Users / Staff	Between Accessible Toilet & Chair storage area	1	5	5	Moderate	Hub of the heating including controllers, pipework etc. Everything is separated out to reduce risk. New installation includes immersion heater	Ensure area is kept clear from flammable items. Monitor for any faults. Check whether Fire Extinguisher would be suitable to house	Facilities Team / Staff	On-going	Monitor and review if any changes to areas
Storage Area (Chairs & Tables)	Fire Risk	All Centre Users / Staff	Off Function room	1	5	5	Moderate	Contains chairs and tables. No ignition source but risk is measured higher due to number of padded chairs	Foam extinguisher not located near to area. Review with first point fire on next visit	Chief Officer, RFO, All Officers	On-going	Ensure a clear walkway through the area for safety

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Function Room	Fire Risk	All Centre Users / Staff	Main Function Room	1	5	5	Moderate	No ignition source identified. Wooden floor (suspended), padded chairs = flammable. Carbon Dioxide extinguisher at top of the room. 3 exterior exits in place (2 fire doors) + fire doors into centre	Foam extinguisher not located near to area. Needs relocating or adding in case of fire. Carbon dioxide for kitchen / electrical fires	Chief Officer, RFO, All Officers	On-going	Monitor any changes to the area for risk
Function Room Kitchen	Fire Risk	All Centre Users / Staff	Rear of Function Room	1	5	5	Moderate	No cooking facilities. Older microwave regularly PAT tested. Fridge, Urn, Kettle all tested and maintained	Ensure electrical items are in good order and checked regularly. Ensure notices are kept up to date. Carbon Dioxide extinguisher located top of the room	Chief Officer, RFO, All Officers	On-going	Monitor any changes to the area for risk
Bar	Fire Risk	Licensee, Centre Users	Between function room and outside rear	1	5	5	Moderate	Carbon Dioxide fire extinguisher. Regular testing. Faults reported i.e. recent new fridge fitted. Exits front and back for fire use	Ensure electrical items are in good order and checked regularly. Ensure notices are kept up to date.	Licensee / Chief Officer / Facilities Staff	On-going	A number of fridges plus facilities for hot drinks, compressed taps when barrel in use
Room Hire	Unsociable Behaviour	Staff / Residents / hirers	PGCC Hire	2	4	8	High	No supervision or camera's in place within the function room or meeting rooms. Hirer's manage their own risk with events / parties	Availability of Staff or Council members to be considered for large weekend events especially evening events. PGCC to review any potential bookings that may generate ASB based on numbers attending / ages i.e. 18th parties.	PGCC Committee - RFO & Chief Officer	By end of year 2025	Reviewed T's and C's re risk and also damages / penalties to be applied. Potential to reduce late night opening hours in order to reduce complaints