

ASSESSMENT
OF RISK FOR

**BRAESIDE
EDUCATION
CENTRE**

Assessment of:
Conference Facilities

Location: Braeside

Assessor (please print): R TABLEY

Date: Jan 2021

Review Date: Jan
2022

HAZARDS	WHO MIGHT BE HARMED?	IS THE RISK ADEQUATELY CONTROLLED?	WHAT FURTHER ACTION IN NECESSARY TO CONTROL THE RISK?
List Hazards here:	List specific groups of staff / other people that are risk, e.g. visitors, young people, expectant mothers etc:	List existing control measures / systems and state how individuals at risk are notified of the control measures / systems in place:	List the risks which are not adequately controlled and the action you will take where it is reasonably practicable to do more:
<p><u>Bedrooms</u></p> <p>Slips, trips and falls in house</p> <p>Electrocution by computer/television equipment</p> <p>Fires in the building</p> <p>Access to cleaning products</p>	<ul style="list-style-type: none"> • Members of the public • Conference facilitators • Braeside Staff 	<ul style="list-style-type: none"> • Keeping corridors and stairs clear of coats and equipment. • Trailing cables to be covered with rubber cable covers. • Furniture to be kept in a good state of repair and checked by Braeside staff regularly. • All electrical equipment to be checked with a PAT test yearly. • Visual check of all equipment supplied by Braeside, when putting out for day conference. • Smoke and fire alarms fitted in all areas of the buildings. Tests to be completed weekly. Fire procedure signs to be clearly displayed in all rooms. No smoking on site. • Cleaning products to be kept in locked areas, unless in staff only areas. 	

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<p>Burns / scolds from kettles and hot drinks</p> <p>Falls from windows</p> <p>Allergies to food</p>	<ul style="list-style-type: none"> • Members of the public • Conference facilitators • Braeside Staff 	<p>No members of public in kitchen areas. Individuals to be responsible for their hot drinks.</p> <p>High floor windows to have restriction bars. All windows to be secured open / closed to prevent trapped fingers etc.</p> <p>Individuals should inform Braeside staff in advance of visit, of any allergies or special dietary requirements.</p> <p><i>Please Note: A separate Risk Assessment should be completed by the conference facilitator if you are using any specialist / potentially dangerous equipment in your session.</i></p>	