

Braeside Education Centre - Activity Risk Assessment



Braeside Education
Centre

Assessment of:		Conference Facilities		Venue:	Braeside education centre –		
Assessor:		Rupert Tabley		Date:	May 2024	Review Date:	May 2025
ID	Hazards Identified le: what can cause harm?	Persons at Risk le: who could be harmed by the hazard?	Current Risk Factor (High, medium or low) le: determine the level of risk	Actions to be Taken to Minimize each Risk le: what action can you take to lower the level of risk			New Risk Factor (High, medium or low) le: risk factor after action taken to minimize the risk
	Slips Trips & Falls	<ul style="list-style-type: none"> Visitors and Staff 	Medium	<ul style="list-style-type: none"> Keep corridors and stairs clear of coats & equipment Trailing cables to be covered with cable covers Furniture kept in good condition and inspected regularly Gritting plan for outdoor areas in winter Hazard signs used when mopping hard floor surfaces 			Low
	Electrocution	<ul style="list-style-type: none"> Visitors & Staff 	Medium	<ul style="list-style-type: none"> All Braeside equipment PAT tested annually and regularly inspected for damage Visual check of equipment brought in by attendees for damage 			Low
	Fire in building	<ul style="list-style-type: none"> Visitors & Staff 	Medium	<ul style="list-style-type: none"> Smoke & Heat fire detectors & alarm sounders fitted in every part of the building Weekly testing of the system & annual external inspection of components Fire procedure displayed in all public rooms Clearly lit fire exits & sign posted fire assembly points Emergency lighting, fire doors and emergency closure mechanisms No smoking or vaping policy Separate fire risk assessment approved by Wiltshire fire dept. 			Low
	Access to cleaning products	<ul style="list-style-type: none"> Visitors 	Medium	<ul style="list-style-type: none"> Cleaning products kept in locked areas Member of cleaning team trained and made responsible for operation of COSHH procedures and regulations 			Low
	Burns from Kettle & Hot drinks	<ul style="list-style-type: none"> Visitors & Staff 	Medium	<ul style="list-style-type: none"> No visitors to use the kitchen area Individuals reminded to be responsible with their hot drinks Trays and trolleys provided for moving large quantities 			Low

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	Allergic reaction to food	<ul style="list-style-type: none"> • Visitors 	Medium	<ul style="list-style-type: none"> • Allergens list acquired from every visiting group. • Specific allergen training for all kitchen employees. • Strict no-nuts policy operated onsite. • Correct labelling and storage of all potential allergens. • Pre-designed menu with allergens clearly stated & substitutes of any allergen ingredient for consistency. • Separate utensils and equipment used to prepare all dietary specific meals. 	Low
	Dangerous Equipment	<ul style="list-style-type: none"> • Visitors & Staff 	Medium	<ul style="list-style-type: none"> • <i>A separate Risk Assessment required from the conference facilitator if using any specialist / potentially dangerous equipment during conference.</i> 	Low