Braeside Education Centre - Activity Risk Assessment

Braeside Education Centre

Assessment of:	Conference Facilities	Venue:	Braeside education centre –		
Assessor:	Rupert Tabley	Date:	June 2026	Review Date:	June 2027

ID	Hazards Identified Ie: what can cause harm?	Persons at Risk Ie: who could be harmed by the hazard?	Current Risk Factor (High, medium or low) Ie: determine the level of risk	Actions to be Taken to Minimize each Risk Ie: what action can you take to lower the level of risk	New Risk Factor (High, medium or low) Ie: risk factor after action taken to minimize the risk
	Slips Trips & Falls	• Visitors and Staff	Medium	• 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	• Visitors & Staff	Medium	• All Braeside equipment PAT tested annually and regularly inspected for damage • Visual check of equipment brough in by attendees for damage	Low
	Fire in building	• Visitors & Staff	Medium	• 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	• Visitors	Medium	• 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	• Visitors & Staff	Medium	• 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	• Visitors	Medium	• 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	• Visitors & Staff	Medium	• ***A separate Risk Assessment required from the conference facilitator if using any specialist / potentially dangerous equipment during conference.***	Low

See also:
Site Security
Vehicle Access
Cold and Icy Conditions
Allergen