



Risk Assessment

White Rose House
79 Main Street
Wheldrake
York YO19 6AA

RISK ASSESSMENT	DATE July 2018 Review Annually		REVIEW DATE July 2019						Page 1				
	Persons at risk	Risk rating			Risk Reduction Measures						Residual Risk		
		H	M	L							H	M	L
Access to and Egress from the property Opening / closing Gate	All users	H			Gates to be opened and secured by means of hook provided to ensure they don't swing open. To be kept closed whilst resident children playing in the yard. Gates to be closed and secured on leaving.								L
Visitors vehicles Striking pedestrians Struck by other vehicles	Pedestrians drivers	H			Vehicles to be aware of restricted width of opening. Park sensibly and with consideration for others. Exit slowly and look for pedestrians and other traffic.								L
Moving Screen in large room Trapping hands knocks	Person's opening and closing screen	H			Screen has been locked and must only be moved by permitted person's. Warning signs on the screen.								L
Moving and folding chairs Trapping fingers Chairs falling on persons	All users	H			Chairs to be folded and stacked on the storage trolley. Chairs to be lifted sensibly. Storage trolley brakes to be applied when not in use. Only to be moved by two people.							M	
Moving tables erecting tables and storing tables Trapped fingers Sprains / strains	All users	H			Care to be taken when putting tables up and taking down, to avoid trapped fingers. To be left folded and stored in trolley with restraint secured across the opening.							M	
Use of camp beds Trapped fingers Sprains and strains falls	All users	H			Follow instructions for use. Ensure children do not stand or jump on beds. All beds and bedding to be returned to correct storage locations at end of stay.								L



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Cleaning of all areas Slips trips	All users		M		Use products supplied in line with COSHH instructions displayed in the cleaners cupboard. Cupboard to be kept locked. Wet floor sign to be used			L
		H	M	L		H	M	L
Kitchen, Use of equipment Cuts Burns / scalds food preparation and storage Food contamination	All users	H			Use sinks as directed, use colour coded chopping boards, correct storage of foods, correct waste disposal, follow food hygiene regulations, supervise children using the facility at all times.			L
Use of electrical equipment Shocks from equipment	All users	H			Use according to manufacturers instruction. Instruction manuals in Tudor room. Biennial testing of all electrical items. Report any damaged items. Ensure child safety plugs are used and replaced following use of sockets.			L
PROPERTY								
Fire Safety As separate risk assessment	All users	H			Follow the Fire Safety Risk Assessment. Fire extinguishers checked and fire safety certificate issued and displayed. Alarm system tested regularly. All faults or concerns to be reported.			L
Legionellosis	All users		M		Current Risk assessment in place for the building, remedial recommendations are being implemented. An appointed person has received appropriate training. All water taps are flushed weekly, water temperature testing monthly and shower head disinfection and cleaning quarterly. All records in the file kept in cleaning cupboard.			L
Water Leaks	All users			L	Mains water stop tap located in main hall under window at driveway end, notice indicates its position. Turn off and report leak.			L
House Keys Intruders	All users		M		Keys to be kept safe at all times, door locked at night, keys to be left on hook by the 'back door' out of reach of children. Key store combination to be changed quarterly. Groups will be advised of the code at the time of their visit. Committee to have a current list of key holders.			L



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Security of Windows Intruders	All users		M	Windows to be locked when leaving the building. Keys in key store in the kitchen.			L
Central Heating Boiler Carbon monoxide, faulty boiler	All users		M	Carbon Monoxide monitor fitted. Boiler serviced annually. Service contract held. Landlords certificate issued and displayed			L
Garden / Play area Cuts, Falls, trips	All users	H		Children to be properly supervised whilst playing out.			L

Note: The above generic risk assessments have been carried out as a blue print, which may be used by visitors to and users of White Rose House to develop their own detailed risk assessments, based upon their intended activities and staffing.