

<p style="text-align: center;">North Lincolnshire Council</p> <p style="text-align: center;">www.northlincs.gov.uk</p>	Business Performance System (BPS)			Document Ref. No.	BPS 4.3.1.F1
	<h1>Building Risk Assessment Form</h1>			Author	Safety Solutions
				Version	01
				Issue Date	2020
				Review Date	2023

Section 1: Assessment Details

Assessment No.	002	Directorate / Service:	PARTICIPATION & ACHIEVEMENT			Location:	LEISURE CENTRES
Assessment Date:	18/06/23	Review Date:	01/07/24			Assessor/s Name:	Vicky Bellamy-Wood
Activity to be Assessed:	MAIN BUILDING COMPRISING ALL WORK AREAS, GENERAL PUBLIC/COMMUNAL AREAS & EXTERNAL GROUNDS						
Persons at Risk: (Delete as appropriate)	Employees	Children	Public	Contractors	Visitors	Others (Detail)	

Section 2: Guidance

L	Likelihood (1 to 5) - See Section 6, Risk Factor Scoring Matrix.	ER	Existing Risk - Evaluation of the risk with existing control measure in place.
S	Severity (1 to 5) - See Section 6, Risk Factor Scoring Matrix.	RR	Residual Risk - Evaluation of risk following implementation of additional actions required due to unacceptable level of existing risk.

- Section 7 the Health and Safety at Work etc. Act 1974 places a general duty upon employees to take reasonable care for the health and safety of themselves and any others that may be affected by their acts and omissions and to cooperate with the employer to enable them to fulfil their legal obligations under the Act. Therefore it is important that employees fully understand and are able to comply with the contents of this risk assessment.
- Risk assessments should be completed by managers and employees together and signed to confirm both accept and understand its contents. A record of this should be kept. Risk assessments should be reviewed when they might no longer be considered valid e.g. changes in legislation or technology or changes within the workplace; if an employee's circumstances change; or following an accident or incident.

Section 3: Risk Assessment

Identify the Hazards:	How Could Harm Result from the Hazard:	Current Control Measures:	Existing Risk: (L x S = ER)			Additional Control Measures Required:	Residual Risk: (L x S = RR)		
			L	S	ER		L	S	RR

<p>Unsafe access and egress, slips, trips and falls, general incidents and accidents</p>	<p>Physical injury sustained from hazards such as uneven paving, wet or slippery floors, poor visibility, obstructions including:</p> <ul style="list-style-type: none"> • Fractures • Bruises • Concussion • Sprains 	<ul style="list-style-type: none"> • Internal and external building structure checked and monitored, and any damage reported to NLC Maintenance Services • Good levels of lighting and visibility in entrance and exit areas, and where change in levels e.g. stairwells • Accessible ramp with painted handrail and steps painted to highlight change in level • Furniture and items of equipment are placed around the building in such a way as to prevent obstructions and trip hazards • Slip resistant flooring where appropriate and internal walkways do not slope unevenly • Warning signage displayed for any temporary or permanent hazards where these cannot be eliminated e.g. 'mind the step', 'cleaning in progress' • CCTV covers car park, paths and approaches including the entrances • Spillages mopped up immediately with cones put in place to highlight areas • Tools/equipment stored safely during building works • Emergency lighting tested to ensure in full working order • Handrails on stairwells • Windows that are low level have appropriate restrictors/toughened 	2	2	4	<ul style="list-style-type: none"> • H&S concerns reported to responsible person on site • Hazards reported to responsible person on site • Carpets and mats replaced if worn/fraying and floor surfaces in poor condition • Gritting/clearing carried out where areas of snow/ice/fallen leaves etc. • Any ladders/work at height equipment i.e. mobile platforms etc. secured and locked off to prevent unauthorised access • Accident and incident (including near miss) reporting on electronic system (in-house records kept for non-work-related incidents) • Adequate first aid provision (needs assessment completed) • Any proposed works risk assessed and organised by NLC Maintenance Services to ensure suitable and sufficient • Monitoring of any works taking place to ensure walkways are kept free of 	1	2	2
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		<p>glazing</p> <ul style="list-style-type: none"> • Non-slip/weather matting laid at entrance to prevent build-up of water, mud, dirt etc. • Good standard of housekeeping with no trailing cables or leads (use of cable tidies) – cables are routed appropriately within trunking • Equipment stored immediately after delivery/use • Stairwells, walkways and corridors free from obstructions, carpets in good condition with no trip hazards • Steps fitted with coloured nosing to highlight edge and warning signage on underneath of stairs ('mind head') • Finger guards fitted to inner doors, vision panels fitted, red pull cord in accessible toilet to summon help in the event of a fall/ill-health • TMVs fitted in toilets to prevent scalding • Restricted areas to prevent unauthorised access e.g. kitchen, plant rooms • Lift serviced and maintained by competent contractor, auto re-open system and light sensitive beam to prevent entrapment • Lift rescue procedures (with training) provided to staff • Lift isolated during work by competent contractor (separate risk assessment and safe work procedure) • Where external providers or hirers use building, risk assessments completed and checked by responsible person prior to use being authorised by management 				<p>trip hazards or any other hazards created by the works (barriers, signage where necessary)</p> <ul style="list-style-type: none"> • Agreed contractors used that meet NLC criteria and selection • Water ingress during rain and poor weather conditions to be monitored to ensure areas prone to standing water etc. do not present slip hazard • Emergency lighting throughout building in case of power loss or lighting failure • Car park closed where necessary e.g. flooding 			
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		<ul style="list-style-type: none"> • All equipment/plant/machinery operated by trained/competent persons • Servicing and maintenance regime of gym and exercise equipment – any defective equipment taken out of use 							
<p>Lack of thermal comfort for staff and customers</p> <p>Poor welfare facilities</p>	<p>Physical discomfort, heat/cold stress, deterioration of existing medical condition, physical injury to customers exercising</p> <p>Risk of scalding from hot water</p> <p>Risk of illness where poor hygiene</p>	<ul style="list-style-type: none"> • Means of ventilation and extraction throughout site – air handling units maintain appropriate thermal comfort levels • Means of heating reception and changing areas • All mechanical heating/cooling plant servicing and maintained by competent contractor • Regular maintenance and servicing regime for heating/cooling plant by competent contractor appointed by NLC Maintenance Services • Hot water signed, TMVs fitted in accessible toilet • Staff instructed to clean after using welfare facilities e.g. eating areas • Customer café and welfare areas cleaned regularly 	1	1	1	No additional controls currently required			
<p>Sliding and/or electronic doors</p>	<p>Physical injury from impact of the doors if they close on them including:</p> <ul style="list-style-type: none"> • Entrapment • Concussion • Bruising 	<ul style="list-style-type: none"> • Door sensor installed to current British Standards <ul style="list-style-type: none"> - sensors operate with radar and infra-red - sensor aligned - safety latch • Regular maintenance and servicing regime (6 monthly) by competent contractor appointed by NLC Maintenance Services • Door closing mechanism closing time delay of 5 minutes • Door closing mechanism set on timer for 30 seconds 	2	2	4	<ul style="list-style-type: none"> • Near miss reporting to raise H&S concerns • Doors 'fail to safe' on activation of fire alarm – routinely tested during alarm test and record kept • Key to isolate doors readily accessible and employees instructed on when/how to use • Servicing records kept by NLC maintenance services and remedial actions completed 	1	2	2

		<ul style="list-style-type: none"> • Warning and other signage displayed on the doors <ul style="list-style-type: none"> - Automatic doors - Keep clear - CCTV - Hearing loop - Space of safety - Visibility markings and hazard warning tape applied as visual warning • Clearly defined designated access routes with good visibility and lighting in entrance/exit areas • Non-slip matting/walkways • Area around door kept free from obstructions 				<ul style="list-style-type: none"> • Warning and other signage should be monitored to ensure this does not become excessive or restrict visibility 			
Vehicle access and egress and general car park area, collisions with vehicles	<p>Physical injury sustained from pedestrian and vehicle collision, vehicle to vehicle collision or whilst walking across car park including:</p> <ul style="list-style-type: none"> • Fractures • Cuts • Bruising • Internal injury • Concussion <p>Damage to vehicles caused by collisions</p>	<ul style="list-style-type: none"> • Clearly defined access and egress routes with pedestrian and vehicle separation/demarcation in parking areas and accessible parking available close to the building • Drop-off area for customers and staff • Accessible parking bays • Speed restrictors and one way system into and around the car park • Double yellow lines in some areas to reduce risk of collisions with pedestrians and allow access for emergency vehicles • Signage around car park advising 10m/h speed and one way, bay markings • Trees and shrubbery well maintained • Entrance road with street lighting and additional lighting supplied by external building lighting • CCTV covers car park, paths and approaches including the entrances 	2	4	8	<ul style="list-style-type: none"> • Gritting/clearing carried out where areas of snow/ice/fallen leaves etc. on pedestrian walkways to discourage straying onto higher risk areas • Efforts to control parking at busy times e.g. notices on vehicles not parked in bays or over-spill car park 	1	4	4

<p>Electricity and fire</p>	<p>Electric shock or burns from using faulty equipment and fatality, burns and smoke inhalation from fire</p>	<ul style="list-style-type: none"> • Employees complete basic fire safety training followed by refresher training periodically • Building fire risk assessment details precautions and procedures, relevant people, fire-fighting equipment etc. which all occupiers are familiar with • Employees provided with information/training to identify faulty equipment and report to management or via corporate SHE system (hazard report) and damaged or faulty items taken out of use/disposed of • Defective/damaged equipment taken out of use and replaced • All electrical equipment checked/tested by competent person including any under LOLER/PUWER • Only authorised persons carry out electrical work/installations – boilers serviced and maintained by heating contractors (no access to unauthorised persons) • Employees do not use personal electrical equipment unless agreed with management and tested as per corporate procedure (controlled by management) • Building fitted with RCD • Sockets not overloaded and no 'daisy chaining' and overloading of extension leads • Socket covers not used • All employees familiar with building fire risk assessment and comply with arrangements • Weekly and monthly checks carried out and recorded in fire folder • Escape routes and exits appropriately 	<p>2</p>	<p>4</p>	<p>8</p>	<ul style="list-style-type: none"> • Review and monitoring of periodic and refresher employee fire safety training • Accident and incident (including near miss) reporting on electronic system (in-house records kept for non-work-related incidents) • Gas isolation switches (one in female toilets on ground floor and another in the boiler room) for emergencies • Evac chairs provided for assistance during an evacuation (PEEP/GEEP completed as necessary) – chairs checked regularly and serviced and maintained annually by competent contractor 	<p>1</p>	<p>4</p>	<p>4</p>
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		<p>signed</p> <ul style="list-style-type: none"> • Plan of building evacuation procedure and general fire safety information displayed in communal/public areas • All occupiers aware of fire safety responsibilities and building protocol • Waste bins stored securely away from building to help prevent arson • Surplus furniture disposed of as soon as practicable • No smoking on premises/designated smoking area • Combustibles, flammable gases/liquids etc. stored appropriately 								
Substances hazardous to health (particularly in communal/public areas of the building)	Ill-health caused by exposure to Legionella, blood-borne viruses (BBVs), bacteria etc. through inhalation, ingestion, absorption or penetration	<ul style="list-style-type: none"> • Robust infection control procedures in place to reduce risk of transmitting disease • Staff handle 'lost and forgotten' items carefully to avoid exposure to sharps or contaminated items • Signage to advise to keep items out of walkways and not cause obstructions • Cleaning/sweeping regime in place and communal areas checked regularly e.g. toilets/changing facilities, external area • Sharps procedure in place, grabbers and sharps bins provided • Staff provided with PPE e.g. aprons, gloves etc. • Appropriate disposal of 'offensive' and general waste • Toilets cleaned several times per day, sanitary bins emptied every other week by specialist firm • Water management plan in place e.g. water temperature checks etc. • All potentially harmful substances risk assessed (COSHH assessment) and handled/stored appropriately 	2	3	6	<ul style="list-style-type: none"> • http://www.hse.gov.uk/pubns/indg342.pdf • Management of more significant exposure incidents e.g. post-exposure prophylaxis. See: • http://www.hse.gov.uk/biosafety/blood-borne-viruses/how-deal-exposure-incident.htm • General management and arrangements. See: http://www.hse.gov.uk/pubns/infection.pdf • Accident and incident (including near miss) reporting on electronic system (in-house records kept for non-work-related incidents) • Contractor to inform management of any potentially hazardous substances brought into building 	1	3	3	

		<ul style="list-style-type: none"> • Adequate washing facilities provided • Plant rooms and storage rooms with hazardous substances (chemicals, cleaning substances etc.) locked 				<ul style="list-style-type: none"> • Dust/fume protection in place where necessary 			
<p>Exposure to more prevalent infectious diseases such as COVID</p>	<p>Employees and non-employees (e.g. coaches/instructors & customers/participants including vulnerable groups such as elderly, pregnant women and those with underlying health conditions and other coming into contact with infected individuals) could experience ill-health and potential fatality from exposure to COVID and associated complications/impact on existing conditions</p>	<ul style="list-style-type: none"> • Gel sanitiser to be used by instructors before and after every lesson • Customers to be instructed to use hand sanitiser upon access • Customers to be reminded to contain coughs and sneezes in tissues – follow ‘Catch It, Bin It, Kill It’ and avoid touching face, eyes, nose or mouth with unclean hands (tissues will be available and refuse bags provided to dispose of waste items) • Strict policy on instructors not working if unwell or displaying symptoms, inform manager • Means of ventilation throughout site • Customers advised not to attend sessions/site if self-isolating or displaying symptoms, this also applies if any household members are the same • Customers and instructors maintain social distance of at least 2 metres • Marker cones to be set out with a designated area and a 2-metre gap between other participants and their allocated area • All sessions to be booked in advance and online where possible, and contactless payments • Bookings to be staggered to avoid customers all arriving at the same time and adequate gap before the next session • A minimum 15-minute changeover window will be implemented in between bookings to allow the 	2	3	6	<ul style="list-style-type: none"> • NLC COVID specific guidelines followed including reporting any suspected/confirmed cases of COVID as per NLC procedure (TOPdesk) • Keep updated on current NLC and Government advice and guidance by visiting Coronavirus • COVID first aid kit used if injured party cannot self-treat (2 kits per box) • COVID specific PPE and cleaning supplies requests via TOPdesk 	1	3	6

		<p>previous customers to vacate areas prior to next group arriving</p> <ul style="list-style-type: none"> • Cleaning regimes in place throughout site whilst open • Site not operating to full capacity to continue risk reduction controls 							
Damaged or fragile exterior/outbuildings	<p>Physical injury sustained from falls through fragile structures, cuts, abrasions etc. from contact with damaged wood, entrapment, exposure to dead animal and debris etc. causing ill health including:</p> <ul style="list-style-type: none"> • Fractures • Cuts • Bruising • Concussion • Fatality 	<ul style="list-style-type: none"> • Restricted access to roof • Building checks/inspections carried out • System in place for arranging repairs • Competent contractor only on fragile roofing • Areas presenting risk secured/locked off • Appropriate warning signage displayed 	2	3	6	<ul style="list-style-type: none"> • Contractor risk assessment provided prior to works carried out (arranged through NLC Maintenance Services) 	1	3	3
Lack of building security	<p>Theft, damage to property, physical injury to trespassers caused by unauthorised access to building/areas, intimidation or physical harm from assault/verbal abuse and general anti-social behaviour</p>	<ul style="list-style-type: none"> • Staff vigilant at all times and provided with means of communication to summon help/report • Lone working arrangements in place • Emergency procedures complied with following intruder/break-in/vandalism • Access to and use of keys/equipment controlled by management • Anti-intruder alarm/controls in place, personal alarms and alarm button (reception) • Restricted access to roof and other areas within building e.g. offices • Anti-vandalism/trespasser measures in place 	2	2	4	<ul style="list-style-type: none"> • CCTV and means of contact with emergency/security services • Dynamic risk assessment where necessary e.g. staff shortage, emergency situation • Staff discouraged from challenging members of the public without support/advice 	1	2	2
Challenging behaviour from members of the public	<p>Physical assault, intimidation and threat to personal safety resulting from violent or challenging behaviour from members of the public and damage to property</p>	<ul style="list-style-type: none"> • Means of communication to summon help available for all staff including panic buttons • Physical barrier between reception staff and customers 	2	2	4	<ul style="list-style-type: none"> • Staff trained in de-escalation and conflict management • Staff encouraged to isolate anti-social young people if entering the building 	1	2	2

						<ul style="list-style-type: none"> • Police contacted where necessary • Accident and incident (including near miss) reporting on electronic system (in-house records kept for non-work-related incidents) 			
Inadequate first aid provision	Customers/participants and coaches/instructors could be at risk of further injury or deterioration of health if inadequate/lack of provision/supplies	<ul style="list-style-type: none"> • Multiple first aid boxes situated around the site, fully stocked (replenished after use) • Designated first aiders and trained recreational assistants on-hand to administer first aid where necessary – all qualifications renewed in good time • Means of communication to summon help if required (staff/instructors hold mobile phone/radios) • Staff advised not to administer first aid treatment where injured party can competently self-administer – where required, staff use disposable gloves (in addition to any other protection required e.g. apron, goggles or COVID specific PPE if displaying symptoms) • Thorough hand washing and sanitising carried out after administering treatment and waste disposed of accordingly • Where injured party displaying COVID symptoms, inform operator when calling for emergency assistance • Where assistance is required for an individual who is COVID symptomatic (new, continuous cough and/or high temperature), where possible, place away from others and ask helpers to maintain at least 2 metres social distance from injured party • Where blood or bodily fluid spillage, 	2	2	4	<ul style="list-style-type: none"> • Where coach/instructor not first aid qualified or holds current qualification, first aid trained recreation assistant present during sessions • Accident and incident (including near miss) reporting on electronic system (in-house records kept for non-work-related incidents) • First aid supplies re-stocked after use (check by first aider/appointed person) • First aiders, having had close contact with others and to onto develop symptoms of COVID, advised to follow guidance on NHS website and not attend site until self-isolation or other required action taken • Keep updated on current NLC and Government advice and guidance by visiting Coronavirus 	1	2	2

		keep other staff and customers away from the area and follow infection control procedures							
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Section 4: Further Actions

Detail Additional Control Measures Identified in Section 3

Action Ref:	Recommendation:	Responsible Person:	Target Date:	Close Out Date:

Section 5: Review

Revision:	Reason for Review:	Reviewed By:	Date of Review:
001			
002			
003			
004			
005			

Name of Employee Signed Date


Name of Employee Signed Date

Name of Employee Signed Date

Name of Employee Signed Date

Name of Employee Signed Date

Section 6: Risk Factor Scoring Matrix

 <p>NORTH LINCOLNSHIRE COUNCIL www.northlincs.gov.uk</p>	Likelihood	Almost Certain	5	5	10	15	20	25	1 to 4 = Low
		High	4	4	8	12	16	20	<u>Accept the Risk:</u> No further actions required, if current control measures are used.
		Medium	3	3	6	9	12	15	5 to 8 = Medium
		Low	2	2	4	6	8	10	<u>Review the Risk:</u> Review the assessment(s) to establish if further measures could be implemented
		Improbable	1	1	2	3	4	5	9 to 12 = High
			1	2	3	4	5	<u>Reduce the Risk:</u> Ensure additional control measures are implemented to reduce the level of risk prior to carrying out activity.	
			Minor	Low	Medium	High	Major	15 to 25 = Very High	
			Severity					<u>Unacceptable Risk:</u> Activity can not be progressed until actions taken to reduce the level of risk to an acceptable level.	

Likelihood:

1	Improbable	Well managed and all reasonable precautions have been taken. Ideally, this should be the normal state of the workplace.
2	Low	Generally well managed however occasional lapses could occur. This also applies to situations where people are required to behave safely in order to protect themselves but are well trained.
3	Medium	Insufficient or sub-standard controls in place. Loss is unlikely during normal operation however, may occur in emergencies or non-routine conditions, (e.g. obstructed walkways or re-fresher training required).
4	High	Serious failures in management controls. The effects of human behaviour or other factors could cause an accident but is unlikely without this additional factor, (e.g. ladder not secured properly, oil spilled on floor or poorly trained personnel).
5	Almost Certain	Absence of any management control. If conditions remain unchanged there is almost a 100% certainty that an accident will happen, (e.g. broken rung on a ladder, live exposed electrical conductor or un-trained personnel).

Severity, (Consequences):

1	Minor	Causing minor injuries, (e.g. cuts, scratches). No lost time likely other than for first aid treatment, superficial damage to assets
2	Low	Causing significant injuries (e.g. sprains, bruises, lacerations). Minor damage to assets, fixtures or fittings.
3	Medium	Causing temporary disability, (e.g. fractures). Some loss or damage to assets causing minimal disruption.
4	High	Causing permanent disability, (e.g. loss of limbs, sight or hearing). Loss or damage could cause some business disruption.
5	Major	Causing death to one or more people. Loss or damage is such that it could cause serious business disruption, (e.g. major fire).

Section 1: Assessment Details

Assessment No.	1 – 2019	Directorate / Service:	Learning skills+ culture	Location:	Ancholme L.C		
Assessment Date:	01/10/22	Review Date:	01/10/23	Assessor/s Name:	Vicky Bellamy-Wood		
Activity to be Assessed:	Venue Whole of building						
Persons at Risk: (Delete as appropriate)	Employees	Children	Public	Contractors	Visitors	Others, (Detail)	

Section 2: Key / Guidance

L	Likelihood (1 to 5) - See Section 6, Risk Factor Scoring Matrix.	ER	Existing Risk - Evaluation of the risk with existing control measure in place.
S	Severity (1 to 5) - See Section 6, Risk Factor Scoring Matrix.	RR	Residual Risk - Evaluation of risk following implementation of additional actions required due to unacceptable level of existing risk.

Section 3: Risk Assessment

Identify the Hazards:	Persons at Risk	How Could Harm Result from the Hazard:	Current Control Measures:	Existing Risk: (L x S = ER)			Additional Control Measures Required:	Residual Risk: (L x S = RR)		
				L	S	ER		L	S	RR
External Access to premises	Service users Staff Contractors Visitors, Young persons	Death Slips/trips/Falls Contact with hazardous substances Contact with electricity/moving vehicles/hot surfaces/liquids/biological agents Entrapment Inclement weather	The venue is a NLC property. The building is within acceptable walking distance of the public highway/public transport on Scawby Road at the end of ALC drive. The entrance way has access via steps and by a ramp for disabled access. All handrails are painted yellow and in a good safe order.	2	5	10	All controls in place appear adequate Arrangements appear acceptable			

Car parking	Service users Staff Contractors Visitors, Young persons	Death Slips/trips/Falls Contact with hazardous substances Contact with electricity/moving vehicles/hot surfaces/liquids/biological agents Entrapment Inclement weather	ALC provides 2 car parks with 5 disabled bays. The car park surface is a smooth tarmac surface with freshly painted parking bays and road markings free from obstacles. Customers have an adequate drop off area to the centre.	2	5	10	All controls in place appear adequate Arrangements appear acceptable			
External environment		Death Slips/trips/falls Contact with vehicles Inclement weather conditions	ALC is considered to provide adequate parking 5 disabled bays and 108 normal bays with adequate lighting in place in the hours of darkness. Any lights that are not working are reported by the duty manager to maintenance services. A suitable qualified engineer will attend to rectify the issue. Double yellow lines are painted on the road areas where parking is prohibited. A lockable salt grit box is situated next to the main plant room sliding doors. Every effort is made to clear and salt the paths and road in bad snow/icy weather. All paving slabs and manhole covers are in acceptable order. Reception steps have a textured surface with each step having a painted line to high light each steps visibility and to reduce slips and falls. In adverse weather conditions the top car is likely to flood through the riverbank. If this happens the car park will be closed.	2	3	6	All controls in place appear adequate Arrangements appear acceptable			
Pathways	Staff Customers	Slips/trips/falls	The paths are part block paving/tarmac or concrete slabbed. All are in a good safe condition	2	3	6	All controls in place appear adequate Arrangements appear acceptable			
Main entrance	Staff Customers contractors	Slips/trips/falls Entrapment	The main entrance has 2 automatic sensor operated sliding doors. The entrance is carpeted and double glazed with CCTV cameras in place. All in good order	2	3	6	All controls in place appear adequate Arrangements appear acceptable			
Building Layout General Risk	Staff Customers contractors	Death Slips/trips/falls	Vehicle and pedestrian routes are separated. Machinery /furniture are sensibly sited to maintain adequate space in the working area	2	5	10	All controls in place appear adequate Arrangements appear acceptable			

Building floors	Staff Customers contractors	Slips/trips/falls	Walkways/corridors are not obstructed. All flooring/carpets edging is in place to prevent trip hazards. No uneven sloping floors on site. All flooring if wet during a possible leak or cleaning are identified with wet floor hazard signage. Any spillages are dealt with promptly. All flooring is deemed to be safe and adequate. Hoover cables are identified by a cleaning hazard sign. All flooring is cleaned daily	2	3	6	All controls in place appear adequate Arrangements appear acceptable			
Building stairs	Staff Customers contractors	Slips/trips/falls	All stairways are free from obstruction. Any slippery surfaces are identified with wet floor signage. Open sides are securely fenced with appropriate panelling. All lighting is sufficient	2	3	6	All controls in place appear adequate Arrangements appear acceptable			
Doors/windows	Staff Customers contractors	Entrapment Asphyxiation	All doors have a Vision panel. Automatic doors are set to open in a fire emergency. All windows have safe glazing fitted, easily accessible opening and cleaning. All glazing is in good repair	1	5	5	All controls in place appear adequate Arrangements appear acceptable			
Walls/ceilings	Staff Customers contractors	Entrapment Asphyxiation Falling objects/cuts/abrasions	All are clean and well maintained. Pool Hall ceiling has asbestos present but sealed with paint. No heavy ball games are permitted in the pool hall to prevent danger of damage to the ceiling. Beach balls are allowed but supervised.	1	5	5	All controls in place appear adequate Arrangements appear acceptable			
Lighting	Staff Customers contractors	Entrapment	All lighting is deemed adequate and well maintained. Emergency lighting throughout all building areas is tested monthly. Any faults with lighting are recorded/reported during the DM's daily maintenance checks	2	5	10	All controls in place appear adequate Arrangements appear acceptable			
Lifts	Staff Customers contractors	Entrapment	None on site	n/a	n/a	n/a				
Environmental conditions	Staff Customers contractors	Ill health too hot/ too cold	Pool hall/ changing rooms/sports hall are heated through ventilation system. In good working order. Gym and leisure suite are temp controlled by air conditioning units. In good working order. Health Suite is controlled with an extraction system (Temp control also) Staff room/corridors/staff toilets/disabled changes/toilets are heated by radiators. In good working order. Reception is heated by radiators and there is an air curtain above the inner reception doors. In good working order. An electric fan is fitted above the	2 2	3 3	6 6	All controls in place appear adequate Arrangements appear acceptable			

			workstations.							
First aid		<p>Strains/sprains</p> <p>Cuts/abrasions</p> <p>Broken/dislocated bones</p>	<p>First aid boxes are situated throughout the building. 2 designated first aid rooms on site.</p> <p>Reception/café/sports hall/ gym/ pool have individual first aid boxes.</p> <p>All boxes are checked and replenished immediately after use.</p> <p>All duty managers/ contracted recreation assistants are first aid trained. Qualification updated every 3 years. DMs are defibrillator trained.</p>	2	3	6	<p>All controls in place appear adequate</p> <p>Arrangements appear acceptable</p>			
Hygiene welfare		<p>Ill health</p> <p>Scalds</p>	<p>2 staff toilets are identified. 1 staff room area dry side with separate male/female showers/toilets. 1 staff changing room wet side. Staff have access to cooled water chiller in the staff toilets café area.</p> <p>All hot and cold water outlets are temperature tested each month as part of the legionella testing. Cold below 20 degrees and hot between 50-60 degrees within 2 minutes running time.</p> <p>No smoking policy in place for all</p> <p>Staff have access to telephones throughout the building and portable radios</p>	2	2	4	<p>All controls in place appear adequate</p> <p>Arrangements appear acceptable</p>			

Exposure to Covid-19 Coronavirus	Employees and non-employees customers/participants including vulnerable groups such as elderly, pregnant women and those with underlying health conditions and other coming into contact with infected individuals) could experience ill-health and potential fatality from exposure to Covid-19/Coronavirus and associated complications/impact on existing conditions	Covid 19	<p>Sanitising stations are at access and egress points</p> <p>All staff/customers are asked to QR scan in, wear face masks when moving around the building and social distance.</p> <p>Sanitisers are positioned around the centre for customers to use.</p> <p>All equipment and touch pads are sanitised at regular intervals.</p> <p>Staff and Customers to be reminded to contain coughs and sneezes in tissues – follow ‘Catch It, Bin It, Kill It’ and avoid touching face, eyes, nose or mouth with unclean hands -</p> <p>Strict policy on staff not working if unwell or displaying symptoms, inform manager -</p> <p>Customers advised not to attend session if self-isolating or displaying symptoms.</p> <p>NLC Covid specific guidelines followed including reporting any suspected /confirmed cases of Coronavirus as per NLC procedure (TOPdesk) - All staff to keep updated on current NLC and Government advice and guidance by visiting Coronavirus 1 3 6</p> <p>Customers/ staff are asked to clean equipment prior to use and after the session, no cross usage to avoid any cross contamination - All equipment used will be wipeable</p> <p>PPE COVID first aid packs are in all first aid boxes designated first aiders (leisure attendants assistant) -</p> <p>Staff training to adhere to RLSS guidance for lifeguards water and dry side work</p>	2	3	6	NLC Covid specific guidelines followed including reporting any suspected/confirmed cases of Coronavirus as per NLC procedure (TOPdesk)	1	3	3
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Public toilet facilities		Slips/trips/falls	Separate male/female toilets in place wet side and dry side areas with additional disabled toilets wet side and dry side. All are fitted with emergency panic pull cords to alert staff. Alarms are tested daily	1	2	2	<p>All controls in place appear adequate</p> <p>Arrangements appear acceptable</p>
Plant/machinery	staff	Electrocution	<p>Plant room fault panel is situated in DM's office.</p> <p>Isolation switches are available on the centrifugal circulation pumps and control panels.</p> <p>Distribution boards fuses will trip. RCD 's are</p>	2	5	10	<p>All controls in place appear adequate</p> <p>Arrangements appear acceptable</p> <p>All controls in place appear adequate</p> <p>Arrangements appear acceptable</p>

			checked 3 monthly				
Electricity	Staff	Electrocution	Sufficient socket outlets are positioned throughout the building. All electrical equipment is PAT tested annually. All cables /plugs and sockets are checked for damage before use. Faults are recorded and reported. Out of order signage is applied to faulty equipment before it is removed from use. All distribution boards are in lockable cabinets. Only DM's have access	2	5	10	All controls in place appear adequate Arrangements appear acceptable
Movement of transport on site External Area Roads	Staff Visitors Public Contractors	Death Crushing	When receiving deliveries pedestrians' safety is ensured Speed limits of 5 mph are in place with speed bumps in place to reduce traffic speed near pedestrian walkways close to the building. Appropriate signage is in place. Areas are adequately drained however extreme circumstances may induce flooding. Every effort is taken to keep main routes safe in icy conditions.	2	5	10	All controls in place appear adequate Arrangements appear acceptable
General fire Hazards	Staff Visitors Public Contractors	Fire Explosion/ burns	Safe operating systems are in place. Adequate control measures to allow for combustible and flammable liquids to be stored on site. See building risk assessment. Annual PAT testing and servicing of all electrical areas (installations) are undertaken by competent engineers. All upholstery on site meets standards and is flame retardant. Rubbish is contained in an area separated from the building No smoking policy is in place. All staff and customers must adhere to this policy. All areas are fitted with fire doors. Automatic detection is in place throughout the facility. CCTV is onsite within and externally to the building. Acting as a deterrent to criminals and a deterrent to vandalism/arson	2	5	10	All controls in place appear adequate Arrangements appear acceptable

<p>Non effective means of escape No fire exits/gangway Obstruction of exits Insufficient lighting/signage Locked fire exits Poorly maintained exits</p>		<p>Entrapment</p> <p>Death</p> <p>Burns</p> <p>Asphyxiation</p>	<p>13 identified fire exits on site which lead to a place of safety.</p> <p>SH gangway is well lit and free from tripping hazards. Steps are made of steel paint could do with a cosmetic repaint but otherwise in very good working order.</p> <p>All exits are push bar openers in the direction of travel. All in good order. All fire exits are opened and access routes checked daily. With exception to the new gym extension this is the only exit that needs un locking (barrel lock not key)</p> <p>Fire exits doors are closed with adequate signage with the exception of the reception to gym corridor double fire doors which have an automatic fire detection self-close mechanism fitted so will close if the fire alarm is activated.</p> <p>All escape doors open in the direction of travel. All have adequate fire notices and fire activation points and have adequate emergency lighting.</p> <p>All areas are checked as part of the EEP. Disabled users will be helped/guided if unaided on leaving the building safely. Evac chair and wheel chair available</p>	2	5	10	<p>All controls in place appear adequate</p> <p>Arrangements appear acceptable</p>
<p>Additional measures No fire wardens/No trained staff</p>		<p>Death</p> <p>Entrapment</p> <p>Burns/Respiratory</p> <p>Damage</p>	<p>Procedures/practices in place to avoid the use of combustible materials that use heat.</p> <p>All duty managers/relief duty managers are fire wardens. Fire advice is provided by RF consultants/fire brigade /insurers</p>	2	5	10	<p>All controls in place appear adequate</p> <p>Arrangements appear acceptable</p>
<p>Considerations</p> <p>Insufficient Lighting No fire alarm/call points/fire</p>			<p>All lighting is checked daily. Emergency lighting monthly. All is maintained under</p>				

<p>extinguishers/fire detectors/beacons/sounders No fire drills</p> <p>No considerations made for disabled users</p> <p>No risk assessments No on site fire file No fire warden trained staff No EEP No audits/documentation</p> <p>Asbestos survey</p>		<p>Entrapment</p> <p>Death</p> <p>Burns</p> <p>Asphyxiation</p>	<p>specialised contract</p> <p>Fire alarm system is in good working order beacons and sounders in place and tested weekly in the public sessions. All call points are clearly visible and free from obstruction. Fire extinguishers are serviced 6 monthly. Fire extinguishers positioned on site 27. Fire Call points 25.</p> <p>Automatic detection is in place. Fire drills are carried out every 6 months. On fire alarm activation in addition to sounders/beacons a tannoy message will be given out via reception to all areas of the building alerting customers to evacuate</p> <p>A buddy system is suggested for disabled users. No disabled staff currently work at ALC. A hearing loop is fitted at reception for hard of hearing customers</p> <p>Risk assessments/fire safety file on site. Both reviewed once a year</p> <p>All staff undertakes fire training within 6 months of induction. DM's are trained fire wardens. All staff are trained in the Emergency evacuation plan.</p> <p>Audits are carried out yearly by the Health and Safety Manager</p> <p>An asbestos survey has been carried out and documentation is kept on site</p>	2	5	10	<p>All controls in place appear adequate</p> <p>Arrangements appear acceptable</p>
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Section 4: Further Actions

Detail Additional Control Measures Identified in Section 3


Action Ref:	Recommendation:	Responsible Person:	Target Date:	Close Out Date:

Section 5: Review

Revision:	Reason for Review:	Reviewed By:	Date of Review:
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001	Annual Review	Vicky Bellamy-Wood	01/10/23
002			
003			
004			
005			

Section 6: Risk Factor Scoring Matrix

 <p>NORTH LINCOLNSHIRE COUNCIL www.northlincs.gov.uk</p>	Likelihood	Almost Certain	5	5	10	15	20	25	1 to 4 = Low
		High	4	4	8	12	16	20	<u>Accept the Risk:</u> No further actions required, if current control measures are used.
		Medium	3	3	6	9	12	15	5 to 8 = Medium
		Low	2	2	4	6	8	10	<u>Review the Risk:</u> Review the assessment(s) to establish if further measures could be implemented
		Improbable	1	1	2	3	4	5	9 to 12 = High
			1	2	3	4	5	15 to 25 = Very High	
			Minor	Low	Medium	High	Major	Unacceptable Risk: Activity can not be progressed until actions taken to reduce the level of risk to an acceptable level.	
			Severity						

Likelihood:		
1	Improbable	Well managed and all reasonable precautions have been taken. Ideally, this should be the normal state of the workplace.
2	Low	Generally well managed however occasional lapses could occur. This also applies to situations where people are required to behave safely in order to protect themselves but are well trained.
3	Medium	Insufficient or sub-standard controls in place. Loss is unlikely during normal operation however, may occur in emergencies or non-routine conditions, (e.g. obstructed walkways or re-fresher training required).
4	High	Serious failures in management controls. The effects of human behaviour or other factors could cause an accident but is unlikely without this additional factor, (e.g. ladder not secured properly, oil spilled on floor or poorly trained personnel).
5	Almost Certain	Absence of any management control. If conditions remain unchanged there is almost a 100% certainty that an accident will happen, (e.g. broken rung on a ladder, live exposed electrical conductor or un-trained personnel).
Severity, (Consequences):		
1	Minor	Causing minor injuries, (e.g. cuts, scratches). No lost time likely other than for first aid treatment, superficial damage to assets
2	Low	Causing significant injuries (e.g. sprains, bruises, lacerations). Minor damage to assets, fixtures or fittings.
3	Medium	Causing temporary disability, (e.g. fractures). Some loss or damage to assets causing minimal disruption.
4	High	Causing permanent disability, (e.g. loss of limbs, sight or hearing). Loss or damage could cause some business disruption.
5	Major	Causing death to one or more people. Loss or damage is such that it could cause serious business disruption, (e.g. major fire).