

Hope 4 8 Newbold Road Building Risk Assessment

Room	Risk	Action/Recommendation	Further Action required	Date for further action
Dining Room	Slip on floor	Spillages to be cleaned promptly Put out wet floor signs if necessary.		ongoing
Office	Step into/out of office	Anti slip grip on step edge Hazard tape to highlight the step	Maintain grip and hazard tape/ replace if needed	ongoing
Food/Clothes store	Strip light over the end shelf Possible heat build up Step from Store into/out of Laundry	Keep items on shelf well clear of light Smash proof LED fitted Step marked with Hazard tape. Mind the step notice on the door	Replace hazard tape as necessary	
Lounge	Trip hazard on bags or other guests' belongings	Keep floor space tidy Guests not allowed to store items in the lounge.		
Reception Area (lounge)	Desk protrudes in to space.	Foam impact protector fitted to edges		
Laundry	Build up of heat/steam	Recommend Fan is always on when machines are in use		Ongoing
Concert Room	Worn edges on carpet	Secured with Carpet Tape	Maintain tape in good	Ongoing

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	<p>seams, possible trip hazard</p> <p>Low entry from stage into switch room</p> <p>Possible head collision</p>	Marked with hazard tape	<p>order until carpet is replaced</p> <p>Maintain hazard tape until stage is removed or suitable altered.</p>	Ongoing
Cupboard under the stairs door in Concert room	<p>Water pipe (1/2 inch cold water) runs horizontally across at a height of about 4 ft.</p> <p>Marked with Hazard tape</p>	Replace hazard tape if necessary		
Corridor	<p>Worn edges on carpet seams, possible trip hazard</p>	Secured with Carpet Tape	Maintain tape in good order until carpet is replaced	Ongoing
Boiler Cupboard		Keep empty nothing to be stored here.		Ongoing
Cleaner Cupboard	Cleaning materials chemicals stored	Keep locked		
Toilets and shower rooms	Hygiene	<p>Anti slip floor</p> <p>Water temperature checked regularly</p> <p>Boiler room kept locked, nothing stored in it</p> <p>All wet items to be taken to Laundry room, nothing to</p>		Ongoing

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		be left to dry on radiators.		
Upstairs Stairs and corridor	Trip hazard	Nothing left on stairs or in corridor Handrail fitted Oct 2016 Correct manual handling of items carried up or down stairs		
Upstairs Office		Electrical equipment turned off when office not in use Opening windows locked when office not in use Valuables not stored here		
Upstairs storage rooms	Trip hazard Fire hazard	Keep tidy Nothing stored in front of door out onto the flat roof Nothing inflammable stored Nothing stored against radiators		
Upstairs kitchen	Hygiene	Sink and work surfaces kept clean and uncluttered. Cooker not in use.		

Compiled March 2015 Updated September 2016 Updated October 2017

Stan Bird / H4 Directors