

# Families Fighting for Justice and O.L.L.Y

## (Our Lost Love Years)

### Office and Surrounding Areas Risk Assessment

Reviewed 1<sup>st</sup> March 2023

Before any programme commences, an induction will take place where all visitors will be encouraged to inform staff of any potential hazards including breakages and spillages. A daily check of the centre is carried out at the start of every working day, which is recorded on our Daily Checklist.

Potential Hazard	Who might be harmed and why?	Risk Measure	Precaution to be taken	Action carried out by whom
Doors locked	Children and adults – may not be able to escape in the event of fire	Low	Doors to be unlocked in the morning	All staff daily
Plug sockets	Children can put fingers into them	Low	Unused plug sockets to be switched off	All staff daily
Cooker	Children and adults – burns	Low	Children to be supervised at all times when cooking	All staff on activity
Electrical wires e.g. smart board	Anyone – trip hazard	Low	All wires tidied away	All staff on activity
Stairs	Anyone using stairs – trip or fall	Low	Stairwells to be lit appropriately, no objects to be placed on the stairs, no running on the stairs	Staff
Lift	Children/adults – lift may break down, use in fire	Low	Lift will only be used when necessary and the person will be accompanied by a	Staff

			member of staff	
Coat Hooks	Children may bang their heads on them	Low	Children to be supervised at all times and be told in advance how to walk around the centre	Staff
Doors	Children may trap their fingers	Low	Children to be supervised closely at all times	Staff
Glass	Children or adults may trip and bang their heads on the glass	Low	Shoe laces to be fastened at all times. Any objects on the floor must be picked up immediately	Children/staff/visitors
Toilets	Children may slip on any spillages on the floor	Low	Any spillages will be mopped up immediately	Children/staff/visitors
Objects on floors	Children, staff or volunteers may trip over them	Low	Any objects will be picked off the ground immediately	Children/staff/visitors
Hot water	Anyone who comes into contact with the water	Low	Temperature is controlled by a thermostat	Staff
Scissors/glue/paint	Children – not using them correctly, putting glue or paint into their mouth	Low	Children will be supervised at all times	Staff
Knives	Children – by using them inappropriately	Low	Knives are kept in a locked cupboard out of children's reach	Staff
Hot drinks	Children/adults – in the event of spillages	Low	Hot drinks are kept away from the children at all times	Staff/visitors
Pencils	Children – may hurt themselves when they have been sharpened	Low	Children will be supervised closely at all times	Staff
Support pillar	Children – may run into them	Low	Children will be supervised closely at all times and pillars will be highlighted to children before sessions begin	Staff

Surrounding area	Children, staff and visitors – trips or falls if children run around	Low	Children informed of rules. Daily health and safety checks carried out, any dangerous objects removed	All staff
Steps	Children – may trip or fall on them	Low	Children will be told to hold onto the handrail whilst on the steps	All staff