

CENTENARY HALL RISK ASSESSMENT

**Activity / Area:** Centenary Hall (CH)

**Location:** Centenary Hall Building

**Assessed by:** Centre Warden

**Date:** 22<sup>nd</sup> March 2026 **Review Date:** 1<sup>st</sup> March 2027

**Risk Assessment Table**

<b>Hazard</b>	<b>Who Might Be Harmed</b>	<b>Existing Controls</b>	<b>Further Action Required (if any)</b>
Slips, trips and falls	Children, staff, visitors	Floors maintained in good condition; spillages cleaned promptly; walkways kept clear; adequate lighting provided	None
Fire	Children, staff, visitors	Fire detection provided (smoke alarms); fire extinguishers available; clear evacuation procedures; regular alarm testing; fire drills carried out	None
Gas appliances (oven, cooking equipment)	Children, staff, visitors	Appliances maintained; used only by responsible persons; gas supply can be isolated; supervision during use	None
Gas interlock system (kitchen)	Children, staff, visitors	Interlock system in place to ensure gas supply is controlled in conjunction with extraction; system maintained and checked as part of routine servicing	None
Burns from cooking equipment	Children, staff, visitors	Cooking supervised; hot surfaces not touched; safe use instructions followed; access controlled during use	None
Electric deep fat fryer	Children, staff, visitors	Used only by responsible persons; not left unattended; safe operating procedures followed; fire extinguishing equipment available	None
Electrical equipment	Children, staff, visitors	Electrical systems maintained (EICR); visual checks carried out; defective equipment removed from use	None
Poor ventilation / extraction failure	Children, staff, visitors	Extraction system provided; cooking not undertaken if ventilation is inadequate; issues reported and addressed	None

<b>Hazard</b>	<b>Who Might Be Harmed</b>	<b>Existing Controls</b>	<b>Further Action Required (if any)</b>
Overcrowding	Children, staff, visitors	Occupancy managed by group leaders; supervision in place; access routes kept clear	None
Furniture / equipment hazards	Children, staff, visitors	Furniture maintained in safe condition; defects reported and removed from use if unsafe	None
Cleaning and hygiene	Children, staff, visitors	Cleaning standards maintained; kitchen cleaned between uses; consumables provided; checks carried out	None
Food safety	Children, staff, visitors	Food handled in accordance with hygiene procedures; temperature controls followed; cross-contamination prevented	None
Waste accumulation	Children, staff, visitors	Waste disposed of regularly; stored in designated bins; removed to external waste areas	None
Unauthorised access to kitchen areas	Children, staff, visitors	Access controlled; supervision in place; users instructed on safe areas	None
Behavioural risks (misuse of facilities)	Children, staff, visitors	Rules communicated; supervision enforced; unsafe behaviour addressed immediately	None
Emergency situations (fire, injury)	Children, staff, visitors	Emergency procedures in place; first aid available; evacuation routes clearly defined	None

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### Assessment Summary

Are existing controls adequate?  Yes  No

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### Sign-off

Assessed by: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_