

STEDFAST BUILDING RISK ASSESSMENT

**Activity / Area:** Stedfast Building

**Location:** Stedfast

**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; 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 using accessible shut-off point; supervision during use | None                                    |
| Burns from cooking equipment              | Children, staff, visitors  | Cooking supervised; hot surfaces not touched; safe use instructions followed; access controlled during use                                  | None                                    |
| Electrical equipment                      | Children, staff, visitors  | Electrical systems maintained (EICR); visual checks carried out; defective equipment removed from use                                       | None                                    |
| Extraction / ventilation during cooking   | Children, staff, visitors  | Extraction fan provided; must be used during cooking; cooking not undertaken if ventilation is inadequate                                   | None                                    |
| Poor ventilation (if extraction not used) | Children, staff, visitors  | Users instructed to operate extraction; supervision ensures compliance  | None                                    |
| Overcrowding                              | Children, staff, visitors  | Occupancy managed by group leaders; supervision in place; access routes kept clear  | None                                    |

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

---

### **Assessment Summary**

Are existing controls adequate?  Yes  No

---

### **Sign-off**

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

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

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