The Green Nunhead Community Centre
Risk Assessment – one-off and regular hirers

Area	Hazard	Who could be hurt?	Action/s to be taken to reduce risks
All areas	General slips and trips due to spillages.	All users of the building	All spillages to be cleaned up as they occur using cleaning equipment kept at The Green.
All areas	General slips and trips resulting from clutter on the floor or staircases.	All users of the building	Hirers must keep all areas tidy with specific attention paid to staircases and exits.
All areas	Unauthorised use of cleaning chemicals or ladders leading to injury or falls.	Hirers	Hirers agree to only use the equipment supplied to them by The Green.
All areas	Lifting and carrying heavy or awkward items (manual handling).	All users of the building	Heavy loads should be split, hirers should avoid carrying things that are too heavy for them. Equipment should be used to move items, for example use of the chair trolley and table trolleys.
All areas	Injury due to overcrowding.	All users of the building	Hirers are responsible for ensuring the number of people invited to their function does not exceed the number of people stated in the booking information.
All areas	Emergency exits blocked.	All users of the building	Internal doors must not be locked at any time when rooms are in use, emergency exits must be kept clear at all times. Hirers should make themselves aware of all emergency exits. Please find the document showing these at the entrance to the building.

Entrance	The front door is opened with an unprotected button, children can easily exit the building with the risk of injury on the road.	Children	Supervision of children is the responsibility of the hirer at all times. This supervision includes the front door, garden, the side exits of the building, the balcony and the metal fire escape.
Kitchen	Burns, scalds, cuts etc.	All users of the kitchen	Hirers must use any equipment in the kitchen, their own or belonging to The Green, correctly and with careful attention to any risk of harm to themselves. Hirers should ensure that anyone using the kitchen is suitable to do so and that they are not under the influence of alcohol. The kitchen is out of bounds for children to ensure their safety. We have a stairgate that can be used. Please request this from the caretaker if required.
Bathrooms	Spread of infection.	All users of the building	Our caretaking team monitor the bathroom areas throughout the day. Hirers should clear up any excessive mess caused. Cleaning materials should be requested from our caretakers if needed.
Garden, Willow space and first floor	Fire exits to Scylla Road, Nunhead Green and metal fire escape.	Children	Supervision of children in the garden and building is the responsibility of the hirer at all times.