



**Florence Park Community Centre (Association)
RISK ASSESSMENT FORM**

Florence Park Community Centre use			Name: FPCA	
LOCATION: Florence Park Community Centre Garden, Cornwallis Road, Oxford OX4 3NH			Date: Fri 16th June 2023	Next Edit :1/6/2024
HAZARD(S) IDENTIFIED	DETAILS OF RISK(S)	AT RISK	RISK MANAGEMENT MEASURES	OTHER COMMENTS
Trips, slips and falls	Outside: Uneven surfaces, wet ground ,steps, branches.	Staff and Hall hirers/users	<ul style="list-style-type: none"> First Aid pack in Kitchen Do a site check each week and general look around/remedial action on opening up if hazards identified OCC attend to gardens monthly 	
	Inside: Uneven surfaces, wet floor, steps	Staff and Hall hirers/users	<ul style="list-style-type: none"> As above – general good housekeeping carried out Work areas & corridors to be kept clear No trailing cables 	
Physical discomfort due to weather conditions and environment	Outside: Excessive sun exposure Heavy rainfall or high wind Risk of bite and stings from insects	Staff and Hall hirers/users	<ul style="list-style-type: none"> Staff to bring/wear appropriate clothing & footwear. Wooden Gazebos for shelter Hall users to do their own risk assessment for their activity/hire use if needed. 	
Accident, Injury, or illness	Staff or Hall users at risk of general accidents or illness.	Staff and Hall hirers/users	<ul style="list-style-type: none"> First Aid kit in kitchen Accidents to be recorded in accident logbook & reported to management. Hall users to do their own risk assessment for their activity/ hire use if needed 	
Security	Unwanted people access to the Centre Assault	Staff and Hall hirers/users	<ul style="list-style-type: none"> Staff to keep entrance doors locked if in premises alone. Hall users to do their own risk assessment for their activity/hire use is needed. 	

Kitchen	Trips, Slips, heat, fire, electricity, Food poisoning Allergens	Staff and Hall hirers/users	<ul style="list-style-type: none"> • General good housekeeping & cleaning – (in house cleaning) • Cleaning (in agreement with hirers that the kitchen should be handed back thoroughly cleaned) • FPCC run events to follow our Kitchen use rules & record keeping 	
			<ul style="list-style-type: none"> • FPCC staff to be trained in Kitchen use & hygiene. • Hall users to do their own risk assessment for their activity/hire use is needed. 	
Fire	Risk to users and neighbours	Staff and Hall hirers/users Neighbours	<ul style="list-style-type: none"> • Fire equipment, alarms, escape routes are checked by staff regularly. • Fire equipment, emergency lighting & alarms checked by external company monthly. • Equipment and escape routes kept free of obstruction. • Signage of equipment placement & escape routes displayed in hall and in Hiring Literature • Fire considerations and restrictions included in Hiring Literature • Flammable cleaning substances are kept locked away. • Hall users to do their own risk assessment for their activity/hire use is needed. • Hall users should do their own PEEPS if necessary 	
Noise issues	Neighbours /residents may not like hearing noise from the Centre from their gardens or drives.	Neighbouring houses FPCA reputation in the community. FPCA Staff	<ul style="list-style-type: none"> • No shouting at loud volumes in the garden & Car Park • No amplification of music or voices in the garden • If amplified music or voices in use INSIDE the centre then doors and windows along the right side of the building especially, to remain closed. (hirers made aware & bar staff aware). • Bar staff aware Extraction fans to be turned off on closing the centre. • Bar staff provided ear protection. • Hall users to do their own risk assessment for their activity/hire use is needed. 	
Permissions		FPCA & Hall hirers/users	<ul style="list-style-type: none"> • Consent to photo / film forms for FPCA groups • CCTV Signs displayed in hall. • Information in Hiring literature. • Hall users to include in their own activity plan 	
Safeguarding	Vulnerable Adults and Children	Staff and Hall hirers/users	<ul style="list-style-type: none"> • Staff & Trustees undertake Safeguarding training. • Hirers should appraise themselves of FPCA Safeguarding Policy (on website & information on Hiring agreement). 	

Further Information:

Health & Safety Policy - [FPCA Health & Safety Policy](#)

Hiring Literature: Rules for Hiring - [FPCA Hiring Rules](#)
: Hiring agreement - [Agreement](#)

Hiring information on website - [How to hire](#)

**Hall Users are expected to do their own risk assessment if running an event or class for the public.
The FPCA reserve the right to request a copy of the hirers R.A.**