


The Hearth Arts Centre and Café 2024

Site:		The Hearth	Assessment No.	Hearth 2024								
Assessor		<Name of Responsible Person>	<b>Description of Building or Area</b> The Hall, Eight Studios, Carpark and the Garden HUB- Wooden construction built with wood cladding, comprising, small office and or studio. Capacity for the Hall 50 persons / Capacity for the HUB 11 persons	<b>Equipment used (if applicable)</b> AV Equipment Sound Equipment Kitchen Equipment PC in office, printer, laminator.						Further control measures required?	Action By Whom	To be completed by (Date)
Date of Assessment		2024										
Task/Activity/Process/Equipment		The Hearth assessment										
Technical Advisor (if applicable)		NA										
Persons Name (if Applicable to vulnerable Groups etc.)		NA										
When Identifying HAZARDS consider:												
a) The Task (Who, What, Where, When, How)												
b) The environment (temperature, noise, lighting, dust, fumes)												
c) Materials, Equipment, and Substances (machinery, tools, chemicals, etc.)												
RA REF No.	Hazard	Description of potential accident/injury/loss	Persons affected	Precautions/Controls already in place	Risk Rating Factor=SxL			Further control measures required?	Action By Whom	To be completed by (Date)		
					Severity	Likelihood	Factor					
H/1	Slips and trips	Staff and visitors may be injured if they trip over, uneven floors, objects or slip on spillages etc.	Users of the Centre; Staff, Volunteers, Visitors and Guests	1) Good housekeeping is carried out. 2) All areas are well lit, including stairs. 3) Trailing leads or cables are moved or protected. 4) Work areas clear, e.g. no boxes left in walkways, deliveries stored immediately. 5) Staff and users mop up or report spillages.	3	2	6	Monitor floor coverings to ensure they do not lift. Consider as part of a facility check.	Responsible person	Ongoing		
H/2	Working at height	Falls from any height can cause bruising and fractures.	Centre staff and contractors	1) Centre staff are trained in the use of ladder safely. 2) Ladders are checked regularly. 3) Contractors provide own ladders. 4) Exhibitors follow instruction of centre staff in working at height.	4	1	4	Only The Hearth step ladders to be used on site unless contractors own ladder. Staff and volunteers to have some in house awareness training on the correct use of step ladders.	Responsible person	Ongoing		
H/3	Fire	If trapped, users of facility could suffer fatal injuries from smoke inhalation and burns.	Users of the Centre	1) Fire exits checked regularly 2) Nothing stored in fire exits 3) Clear fire staffy drill with directions to safe area 4) Fire alarms checked at least once a week 5) All workshops given details of evacuation procedure	5	1	5	Fire Warden training required in June 2023. Training in the use of the fire extinguishers for volunteers to be considered. Review fire safety on a regular basis. Record in log tests carried out of alarms and extinguishers.	Responsible person	Ongoing		
H/4	Other Emergencies	Users could be seriously injured as part of other types of emergencies, this could include power failure, flooding, civil disorder, structural damage, Bomb/terrorist threat, adverse weather.	Users of the Centre	1) Exits checked regularly 2) Nothing stored in fire exits 3) Clear Evacuation drill with directions to safe area 4) Fire alarms checked at least once a week 5) All workshops given details of evacuation procedure	5	1	5	Review and update Centres plan for dealing with major incidents.	Responsible person	Ongoing		
H/5	Equipment	Users could get electrical shocks or burns from using faulty electrical equipment. Volunteers or users (children) may also suffer injury from moving parts of equipment or unbalanced equipment.	Users of the Centre	1) Equipment assessed before purchase as to suitability for task to be used for. 2) New equipment checked before first use to ensure there are no faults. 3) Staff trained in use of equipment where necessary . 4) Staff have had electrical awareness training. 5) All Users of Centre to report defects in equipment immediately. 6) Defective equipment taken out of use and repaired or disposed of.	5	1	5	Monitor	Responsible person	Ongoing		
H/6	Cleaning	Users risk skin irritation or eye damage from direct contact with cleaning chemicals. Vapour from cleaning chemicals may cause breathing problems.	Users of the Centre	1) Cleaning contractor used for main cleaning in offices. 2) Cleaning products replaced with milder alternatives where available. 3) Mops, brushes and protective gloves are provided and used. 4) Staff shown how to use cleaning products safely.	2	3	6	1) Review COSHH assessments for cleaning. 2) Ensure chemicals are kept in the correct (labeled) containers.	Responsible person	Ongoing		
Stored Equipment		Users could be injured by collapsing or falling objects	Users of the Centre	1) Items stored are safely stacked 2) Items not to be stored above head high 3) Items that are flammable to be stored outside the building	4	2	8	Monitor	Responsible person	Ongoing		
H/8	Manual Handling	Users injured lifting or moving heavy objects	Users of the Centre	Risk assessment needed if the object is large Small objects to be lifted with advice or with support of Caretaker Where needed lifting equipment to be provided	4	2	6	Only the Caretaker to move or organise the moving of large items	Responsible person	Ongoing		
H/9	Hazardous Substances	Users injured in the use of substances	Users of the Centre	No hazardous substances to be used without Centre approval	4	1	5	The Centre provides COSHH forms on any substance and does a risk assessment.	Responsible person	Ongoing		
H/10	Vehicle movement	Users injured due to collision	Users of the Centre	1) All vehicles to park within the designated bays at the rear. 2) Entrance and exit clearly marked to the parking area. 3) Parking area lit. 4) During busy periods The Hearth will consider closing or restricting parking 5) When building work is being undertaken the carpark will be closed to Visitors	4	2	8	The Carpark to be lit and the surface replaced	Responsible person	Ongoing		
H/11	Events	Unusual conditions overcrowding and user not aware of the facility	Users of the Centre	Special events to complete a risk assessment record to identify risks specific to the event.(F3)	4	1	2	Form to be sent to the organiser of an event	Responsible person	Ongoing		