

**St Werburghs Community Centre
Safeguarding Children and Adults at Risk
Risk Assessment July 2023**

The Community Centre is run by St Werburghs Community Association, Registered Charity 1074495 and Company Limited by Guarantee 03713212. The Centre is used 7 days a week by general public, community groups, charitable organisations, private parties, individuals, commercial organisations and public services. There is always a member of staff on site while the Centre is open who ensures the Health & Safety of the premises and that emergency exits are cleared at all times.

The registered address for SWCA and its premises is:

St Werburghs Community Centre
Horley Road
St Werburghs
Bristol
BS2 9TJ

Tel. 0117 955 1351

E-mail: office@stwerburghs.org.uk

Website: www.stwerburghs.org.uk

This risk assessment has been carried out in accordance to SWCA's Memorandum of Articles & Safeguarding Policy & Procedures. This is separate from the Health & Safety, Fire Safety Policy and Fire Safety Risk Assessment.

Risk Assessment & Risk Management

Risk assessments have been carried out as detailed in this section.

It is the responsibility of the Hirer to ensure safeguarding of children and adults at risk on our premises when they attend an activity, and to communicate that to their parents and carers. St Werburghs Community Centre is an open access public building and we advise that parents and carers to drop the Children or Adults at Risk to the exact hired room and adult in charge of the activity they are attending to ensure their safety at all times. No under 18s to be present without adult supervision at any time.

The following matrix was used to create a risk rating both before any control measures, and after control measures are in place:

Likelihood/Severity	Death 5	Serious injury 4	Under three day injury 3	Injury 2	Minor injury 1
Certain 5	25	20	15	10	5
Very likely 4	20	16	12	8	4
Likely 3	15	12	9	6	3
Possible 2	10	8	6	4	2
Unlikely 1	5	4	3	2	1

Hazard	Who might be harmed and how?	Risk Rating	Precautions	Further action	New Risk Rating	Responsible person	When
Slip, trips and falls E.g. uneven surfaces indoors and outdoors, wet floors, other obstructions etc.	Anyone, including children and adults at risk. May suffer injuries such as fractures or bruising if they slip or trip over objects, if not accompanied by a parent or carer will be in care of strangers.	6	All indoor floor areas to be kept clean, clear and dry (indoors). Mats at entrances to stop rain water being carried in. No storage in corridors. Always ensure main areas are free from obstructions when Centre is in use. When floors are wet a warning sign to be displayed. Good lighting to be maintained. No trailing electrical leads/cables. Risk Assessment to be shared with the Hirers	Hazard tape to be put on all uneven floor surfaces.	2	Duty Managers Duty Managers Cleaners Centre Coordinator Facilities Centre Coordinator Bookings	Ongoing
Inappropriate content on Public PCs E.g. sexual, violent	Anyone, including children and adults at risk. They might see adult TV programmes, social media or YouTube videos.	4	The computers have safeguarding filters and users are subject to Code of Conduct, however they are used by adults and connected to internet.	Highlight the risk to users and hirers.	2	All staff Hirer Parents/Carers	Ongoing
Serious injury with car Children or vulnerable adults running out of garden gates into the road	Children or vulnerable adults could suffer serious injury if struck by cars entering/leaving the garden/play area.	2	The Hirer knows that they are responsible for safety and supervision of children and vulnerable adults in their care (T&C). Double gates to the garden have been installed as well as additional play equipment to engage children in play.	Garden rules signs to be installed. Hirers to ask that parents/carers accompany their children to and from internal session door.	1	All users Parents/carers/hirers	Ongoing
Burns Hot drinks in the café area	Running children due to accidental spillages.	2	The café area has been rearranged to allow wider access route to the		1	Duty Managers/Café Staff Hirer Parents/Carers	Ongoing

			garden and rooms at the other side of the Lobby.				
Harm and/or abuse in public toilets	Children or vulnerable adults	4	Hirer knows that they are responsible for safeguarding at all times and have been advised to ensure safe procedures for attending the toilets during their sessions.		2	Hirer Parents/Carers	As needed As needed
Grooming During multigenerational sessions, such as Yoga, Choir or Art	Young People and Adults at Risk may be groomed by others attending the same session.	4	Hirers to be made aware of the risk and advised to attend appropriate safeguarding training, communicate with parents/carers.		2	Hirer Parents/Carers	As needed.

Assessment review date: January 2024