

## CYL General Risk Assessment Form

<b>Date:</b> 01 / 12 / 12	<b>Assessed by:</b> Demi Larner	<b>Checked by:</b> Corey Johnson	<b>Location:</b> SE14 5RW	<b>Assessment ref no.</b> 01122012	<b>Review date:</b> 30 / 11 / 13
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Task / premises:

Rooms / activities assessed:

Code: L = Low Risk M = Medium Risk H = High Risk

Activity	Hazard	Who might be harmed and how	Existing measures to control risk	Risk rating	Control measures in place	Risk Rating after control measures in place
General	Computer Workstations	Users and tutors- Fire, shock	No food or drinks allowed in classroom, each station is separated for safety and comfort. Only staff are allowed to operate external plug ins, wires etc.			
	Access and Exits	Everyone - Slips, trips, falls	Clear passage to and from door			
	Unsuitable furniture	Users and tutors- Back pain, falls	On-line training, daily assessment (checklist)			
	Storage	Everyone- Falling objects, trips	Secure shelves, use steps, only staff to use			
	Camera handling	Users and tutors - Dropping	Assisted at all times			
	Display screen equipment	Users and tutors- Eye fatigue	Frequent breaks and assessment (checklist)			
	Electricity	Everyone - Fire, shock	Appliances to be PAT tested			
	Fire and evacuation	Everyone - Burning	No smoking: participate in frequent fire drills			

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Activity	Hazard	Who might be harmed and how	Existing measures to control risk	Risk rating	Control measures in place	Risk Rating after control measures in place
General	Fire precautions	Everyone - Combustible material	Remove any loose paper / flammable materials			
	Personal protection, including verbal and physical violence from a third party.	Everyone - Violence from visitors Injury	If in doubt leave door open, notify neighbour. Violence is not accepted. To be reported to Centre Manager and Safety Officers A.S.A.P			
	Food hygiene	Everyone -Infections	Clear fridges; safe storage of food			
	Photocopiers and printers	Everyone - Chemicals, electricity	Follow manufacturers instructions: PAT			
	Editing Suite Computer	Users and tutors - Damage, Fire, shock	No food and drink in editing suite, the computer is to only be operated when an editor is present and assisting. The computer is also boxed off and locked away for extra safety.			
	Film Studio	Everyone – Slip	Floor is cleaned and dried daily (checklist)			
	Film Studio – Lights	Users and tutors - Falling objects	Assessed weekly			
	Recording Studio A	Everyone - Damage, Fire, Shock	No food or drink in recording studio, clear / tidy room at all time - (daily cecklists)			
	Recording Studio B	Everyone - Damage, Fire, Shock	No food or drink in recording studio, clear / tidy room at all time - (daily cecklists)			
	Board Room	Everyone	No food or drink / tidy room at all times			