



# Greenwich Community Hub Risk Assessment

<b>Name of Venue:</b>	Greenwich Community Sports Hub	<b>Address:</b>	Nottingham Road, Ripley, DE5 3AY
<b>Name of Organiser:</b>	Ripley Recreation Ground Charity	<b>Date of Assessment:</b>	6 <sup>th</sup> January 2026
<b>Name of Risk Assessor:</b>	Hannah Curzon – Town Clerk	<b>Date of Review:</b>	6 <sup>th</sup> January 2027

This risk assessment identifies potential hazards at the community centre and outlines measures to reduce risks. The aim is to ensure the safety of all users, including staff, volunteers, and visitors, while maintaining a safe and healthy environment.

No	Hazard & Potential Consequences	Persons at Risk	Control Measures	Current Risk Rating (High, Med, Low)	Additional Control Measures Necessary	Residual Risk Rating (High, Med, Low)
1	<b>Management of Safety and clear responsibilities</b>	Members of Public Employees Volunteers Contractors	Appropriate Public Liability Insurance covers the event for £10 million cover. All staff and volunteers are well briefed about all aspects of the event. Staff to ensure they are easily identified by wearing RTC branded clothing and/or high viz clothing and an ID badge.	Medium	Ensure responsibilities are agreed and communicated out to all staff, volunteers and contactors.  Ensure copies of the insurance documents are available onsite during the event.	Low
2	<b>Slip, Trips and Falls</b> Wet or uneven surfaces Cluttered walkways Loose flooring or cables	Members of Public Employees Volunteers Contractors	Caretaker to carry out a pre-event site visit to ensure that the area is suitable to hold event. Emergency routes to be of adequate width and kept clear at all times. Any uneven or damaged surfaces will be appropriately highlighted by means of a physical barrier or hazard tape to warn others of the risks until it can be suitably repaired or replaced.  All working at height must be avoided wherever possible; where not it must be risk assessed, properly planned and organised by the Contractor and any equipment used (e.g. ladders, cherry pickers) must be properly inspected and maintained in	Medium	Caretaker to carry out walk through visual inspection (prior to start of event) to ensure access/egress routes are unobstructed, free from slip and trip hazards and lighting levels are adequate.  Use appropriate signage for wet floors.  Ensure walkways are clear of obstructions.  Secure cables and flooring to prevent slipping.	Low

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			accordance with the Work at Height Regulations (2005) and the Lifting Operations and Lifting Equipment Regulations (1998)		Caretaker to conduct regular inspections to identify any hazards.	
3	<b>Physical Hazards present at site.</b>	Members of Public Employees Volunteers Contractors	Caretaker to carry out a pre-event site visit to ensure that the area is suitable and carry out a suitable risk assessment. Where there is a high level of risk, suggest hirer finds an alternative site to hold the event.	Medium	Where possible, use barriers or tape to cordon off any dangerous areas on site and ensure all persons are informed that access to these areas is prohibited (e.g. signage, pre-event briefing)	Low
4	<b>Manual Handling</b>	Members of Public Employees Volunteers Contractors	Avoid manual handling where possible. Where significant manual handling will be involved, carry out a manual handling risk assessment and provide suitable information and training.  Employees/volunteers will be informed of the dangers of manual handling and instructed to assess loads before handling.  Minimise repetitive bending wherever possible and ensure employees/volunteers take regular breaks.  Use individuals who have been trained in techniques or provide basic training in manual handling techniques.	Medium	Venue to ensure First Aid Kits are available, accessible and regularly checked.  Advise: <ul style="list-style-type: none"> <li>▪ Not to lift unless comfortable in doing so.</li> <li>▪ Young persons and others at significant risk (e.g. persons with a previous back injury) instructed not to lift heavy weights.</li> <li>▪ All lifting by young persons to be supervised</li> <li>▪ Wherever possible, lift items with assistance rather than alone</li> </ul>	Low
5	<b>Equipment and Electrical Failure</b>  E.g. Injuries to those using or working with equipment.	Members of Public Employees Volunteers Contractors	Venue to ensure equipment is well maintained and in a good state of repair so the risk of electric shock or fire is minimised.  Avoid overloading sockets.  Ensure any faulty equipment is removed or repaired immediately.	High	Ensure that all fixed electrical installations have been checked and certificated by a competent person as per current legal requirements.  Equipment should be visually inspected prior to use to ensure that it has not been damaged and that there are no obvious defects.	Low

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6	<b>First aid and Emergency Arrangements</b>	Members of Public Employees Volunteers Contractors	Organiser to ensure that adequate first aid arrangements have been provided, including adequate numbers of first aiders (proportionate to the level of risk e.g. size of event, type of activities, audience profile).  Ensure that first aid provision is clearly signposted at the venue, accessible, and regularly checked by the Caretaker.	Medium	If the injury is life threatening, ring 999.  If the injury requires medical attention, Ripley Hospital, Sandham Lane, Ripley, DE5 3HE, is open 8am until 8pm, daily.	Low
7	<b>Children and Young Persons</b>	Members of Public Employees Volunteers	Organiser to carry out a pre-event site visit to ensure that the area is suitable for young persons and refer to the venue's Safeguarding Policy on the booking form.	Low	Where young persons and/or children are volunteering, the group leader must take specific time to explain procedures and take particular care to describe and point out the potential hazards identified within the risk assessment.	Low
8	<b>Contractors</b>	Members of Public Employees Volunteers Contractors	Ensure that any contractors or subcontractors are competent in managing their own health and safety on site.  They should provide proof of identification when asked upon arrival at the facility.  Request copies of the contractors' safety policies, risk assessments for their work, safety method statements and public liability insurance prior to employment.	Medium	Ensure contractors are given adequate safety information regarding the venue.	Low
9	<b>Fire Safety</b>	Members of Public Employees Volunteers Contractors	Venue to ensure adequate fire exits and signage is in place and clearly marked. Fire exits should not be blocked. Fire extinguishers and alarms fitted throughout the building.  Emergency lighting in place and regularly inspected.  Staff and volunteers trained on fire evacuation procedures.	High	Ring Derbyshire Fire and Rescue Service on 999 if a large, uncontrollable fire alights.	Low
10	<b>Waste Management</b> E.g. Poor management leading to the accumulation of large quantities of waste and subsequent fire hazard if accidentally or purposely ignited.	Members of Public Employees Volunteers Contractors	Ensure that litter bags are available, and all litter is cleared away during and after the event.  Ensure there are sufficient numbers of waste receptacles positioned within the venue.	Medium	Ensure that special attention is made to areas such as: <ul style="list-style-type: none"> <li>▪ Approach to the event (e.g. surrounding streets and/or land)</li> <li>▪ Entrances and exits</li> </ul>	Low

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11	<b>Security and Personal Safety.</b>	Members of Public Employees Volunteers Contractors	Secure locking systems for the building, with key access controlled. Staff aware of how to report and respond to incidents. Hirers of the venue read the Terms of Hire and Safeguarding information on their booking form. Limit cash handling on site for the bar.	Medium	CCTV is operational 24 hours per day inside and outside of the venue. Requests for CCTV footage can be made to Ripley Town Council.	Low