

Risk assessment for: The Hart-Space

Conducted by: Jennifer Butler Scholes

Date: 1st September 2023

Review due: 1st September 2024 and ongoing as guidelines change

Hazard	What could happen?	Who could be hurt?	Action taken to minimise risk
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Lone working	Accidents, sudden illness, other emergencies including fire and acts of violence	Class providers	<p>Class providers know building exits</p> <p>Class providers have access to phone and phone is fully charged (phone chargers are available within the unit)</p> <p>Entrances are locked to limit/ as per class facilitator risk assessment</p> <p>Class provider to ensure that Jennifer Scholes is aware that they are working and message when they leave the Hart Space</p> <p>Class providers to ensure they have updated their emergency contact details</p> <p>Any health issues to be reported to Jennifer i.e. epilepsy, type 1 diabetes as these may be hazardous as lone worker and would need risk assessing</p> <p>Class providers to follow good house keeping and ensure they minimise any risk to themselves by familiarising themselves with the Hart Space risk assessments and are aware of important items such as first aid box, electricity box, fire exits and procedures</p> <p>CCTV in car park which also covers the front door and entrance to the car park</p> <p>Lone Workers use Mobile Phone & ICE (in case of emergency) numbers.</p>
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Collisions - children running around	Children could collide/bump into each other which could lead to bruises/broken bones/ sprains/ head injuries/back injuries.	Staff, parents, children, other users	Facilitator running the class to ensure parents are informed of the risk and parents to ensure that they tell their children to walk and not run and supervise children. All children remain the responsibility of their parents/carer at all times. Floor should be clear from bags, shoe racks in place In the event of a collision, accident and incident report to be completed and signed by class provider and parent/other user who is effected. First aid box out on display near the entrance to the unit. Accident book inside.
Chairs and tables	People could trip/fall/bump themselves	Staff, parents, children, pregnant women, partners	Ensure the furniture is in good repair and suitable for the size of the users Ensure furniture, fittings and fixtures are regularly inspected, defects reported immediately and fix any issues promptly Ensure adequate space between tables for safe movement Equipment is properly stored (chairs/ tables in cupboards/ storage space provided)

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Stairs	Fall up or down the stairs	Class providers, children, parents, pregnant women and partners, any other people such as workers who use the stairs	Area is well lit to enable to move up and down safely Hand rails are fitted. Stairway is clear of rubbish, equipment. Stairs are wide. Natural lighting, over head lighting and emergency lighting in place. Children to be supervised if using the stairs.
Plug Sockets	Electrocution	Children	No covers on the plug sockets as could cause electric surge. Parents are informed of this and must ensure that their children do not insert fingers or other items into the plug sockets. Equipment provided by The Hart Space is PAT tested and up to date.
First aid kit	Injury	Everyone	First aid kit is easily accessible and on display Accident report book located inside and will be filled in in the event of an accident, Jennifer Scholes to be made aware First aid kit is in date

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Wardrobes	Wardrobe could fall onto someone	Children, parents, class providers, pregnant women and partners	All wardrobes are secured to the wall and are checked regularly to ensure they are still secured onto the wall safely.
Cleaning Products - hazardous chemicals	Chemical burns, poisoning	Class providers, children	All chemicals to be stored in locked cupboard and to be used as per instructions. The cleaning cupboard is not within the main studio space. Domestic grade cleaning supplies only Antibacterial sprays and hand washing facilities are available with hot water. Antibacterial wipes, sprays and hand sanitisor is available to use within the unit.
Hazard	What could happen?	Who could be hurt?	Action taken to minimise risk
Fire	Burns, inhalation of smoke	Class providers, parents, children, pregnant women and partners	Everyone is made aware with the Fire evacuation procedures Ensure fire exit doors and escape routes are unobstructed and doors easy to open Ensure register is completed at the beginning of class Smoke alarms and fire alarms are maintained by the Landlord John Hayes Fire extinguishers and blanket are available to use with correct signage

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			<p>No gas within the building (no central heating)</p> <p>No candles or anything burning is permitted and outlined in the hirer agreement</p> <p>Emergency lighting in Unit H</p> <p>Illuminated fire exit sign over door in Unit H</p> <p>Fire signage and procedure available</p> <p>Fire blanket available and on display</p> <p>Doors to the unit are unobstructed</p> <p>Stairs are clear</p> <p>Fire risk assessment up to date</p>
Carbon Monoxide	You can't see it, taste it or smell it but it can kill quickly and with no warning. Unsafe gas appliances produce a highly poisonous gas called carbon	Class providers, parents, children, pregnant women and partners	<p>Carbon Monoxide Detector that is officially approved to EN 50291. It must have a British or European approval mark on it, such as a Kitemark.</p> <p>There is NO gas supply within the complex.</p> <p>No class facilitator is to bring gas into the building</p>

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	monoxide (CO). It can cause death as well as serious long term health problems such as brain damage.		
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Electrical Appliances	Electric shock, burn, fire	Class providers, parents, children, pregnant women and partners	Pre-use check conducted by users Electrical equipment subject to regular safety inspection and test ('PAT testing') All tested appliances to be labelled showing date tested / next test date Fixed installation testing (every 5 years min) and any remedial work actioned. Records retained of these checks. Fixtures provided by landlord are maintained by the landlord

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			Recognised competent contractors used for repairs / maintenance. Mains isolating switches must be clearly labelled and accessible.
Car Park - Vehicles entering and exiting	Collision with pedestrians, children, staff, visitors etc. & other vehicles and cyclists Potential for serious injury	pedestrians, children, staff, visitors etc. & other vehicles and cyclists	Good external lighting Communicate traffic/site rules to parents and to be extra vigilant Cars are left at owners risk Children to be supervised in the car park Car parking bays clearly marked – car park was re surfaced in 2019 and maintained by the landlord Salt for ice is provided and distributed by the landlord for icy weather
Hazard	What could happen?	Who could be hurt?	Action taken to minimise risk
Pregnancy/birth ball	Puncture, pregnant woman could fall	Pregnant woman	Check ball before classes and after classes, ensuring in good condition. Verbal instructions given before use

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			COVID – Women are asked to bring their own birth ball/ equipment should they wish to use one during a class. This is ONLY to be put down in their allocated space/ pod which is socially distanced.
Work at height. Eg changing light bulbs, cleaning windows, putting up decorations etc.	Anyone working at any height could suffer injuries, possibly very serious ones, should they fall.	Owner and class providers	<ul style="list-style-type: none"> ■ Appropriate, step ladder securely stored and available for use. ■ Class providers know that they are responsible for using the stepladder safely. ■ cleaner knows how to use the stepladder safely <p>There is no high up equipment or anything that would require a stepladder, however one is available just in case it is needed. Light fittings are a 'complete unit' and if one stops working, the landlord will arrange for a replacement</p>
Stored Equipment	Class providers, attendees including children could be injured by collapsing stacks	Owner and class providers	<p>Class providers know that they store tables correctly.</p> <p>Chairs are folded and stored in the wardrobes when not in use.</p> <p>ALL equipment to be wiped down/ sanitised after every use.</p> <p>Class providers bring their own equipment and are responsible to maintaining their own equipment inc PAT testing</p>

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			<p>Units are fixed to the walls – no high up storage in use, nothing 'over stacked'</p> <p>Baby safety locks on kitchenette doors and draw</p> <p>Cleaning unit locked at the top and fixed to the wall – only domestic grade cleaning equipment used</p> <p>All equipment stored away or taken away by class provider</p>
Hazard	What could happen?	Who could be hurt?	Action taken to minimise risk
Manual Handling	People may suffer back pain if they try to lift objects that are too heavy or awkward.	Class providers	<p>Manual handling minimised as far as possible when moving tables and chairs</p> <p>Ensure correct lifting techniques to reduce risk of injury</p> <p>Ensure appropriate footwear worn</p> <p>Good housekeeping and workplace layout</p> <p>Heavy equipment such as tables are located within the unit to avoid having to bring them inside and up the stairs</p>
Windows	Falls, head injury	Children/ anyone using the space	Window locks are installed on all windows and routine inspection to ensure they are working correctly.

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			Windows cannot be opened fully when opening, unless two hands are used to pull down the latches either side of the windows (not accessible to children). Blinds fitted to windows, cord secured high up, away from children, only class providers to alter blinds – visual and physical checks completed every session
Classes/ workshops/ sessions	General risk of injury	Everyone	All class providers have their own Public Liability Insurance and risk assessments for classes. They are qualified in the classes they are running and have the relevant documentation All class providers are responsible for patrons when attending their class and will ensure they follow their own health and safety and risk assessments. The Hart Space does not provide class specific equipment for use in sessions only basic equipment/facilities

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Risk Assessment for: Hot Drinks

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<u>Hazard</u>	<u>What could happen?</u>	<u>Who could be hurt?</u>	<u>Action taken to minimise risk</u>
Kettle sides becoming very hot when boiled	Someone could touch the sides and burn their hands	Class provider i.e. instructor, teacher, group leader	The kettle will only be used by class providers, visual checks before use, every time The kettle has a handle that does not heat up. Kettle is PAT tested and out of reach of children. There is no hot water urn
Hot water being spilled	Scalding	Class provider,, attendees including children and babies	The kettle must remain in the kitchen, out of reach of children. The hot drinks are poured into a lockable travel mug which are given to attendees to use to minimise risk of spills and scalding.

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			If drinks are not provided in a travel mug, a verbal warning is given to class attendees every time
Rubbish	Overflowing	Everyone	Class providers to use bins provided and ensure all rubbish is taken away at the end of every class Class participants are encouraged to take rubbish home with them where appropriate Bins and bin liners are provided by The Hart Space
Children pulling kettle onto themselves	Scalding	Children	Children will not be allowed to use the kettle at any time. The kettle will only be used in the kitchen, where children are not allowed to go.

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Damage to electric power cable	Anybody who touches the damaged cable could be electrocuted.	Class provider, attendees, children	Jennifer Scholes will visually check electrical equipment weekly for The Hart Space equipment. Any defective equipment found by a class facilitator to be reported, not used and the item will be disposed of. PAT testing up to date Class providers to check any equipment they bring in and use
Hazard	What could happen?	Who could be hurt?	Action taken to minimise risk
Overflowing	Boiling water could land on people, scalding them. Overflowing could also lead to water getting into plug sockets, which can cause electrocution	Class provider - who is making the hot drinks	The maximum level must be clearly marked on the kettle and kettle has a lid. If this wears off after time, a new kettle will be provided and will be PAT tested. Visual checks before use. No kettles to be used. Bottles of water are available. Disposable paper cups are available to fill with water

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COVID – venue	Infection	Everyone	<p>Strict cleaning before and after every class including cleaning of high touch areas (light switches, door handles, air conditioning controls ...)</p> <p>Separate COVID policy in place</p> <p>No hot drinks to be made. Bottles of water are available and disposable paper cups are available to fill with water</p> <p>Eating – pre wrapped sweet treats similar to those found in a hotel tea stand are available for consumption however most classes would not provide this.</p>

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			<p>Rubbish – everyone is asked to take their own rubbish home with them. Additional lidded peddle bins provided.</p> <p>A board displaying COVID policy, wear a face covering displayed in the foyer</p> <p>Hand sanitising - hand sanitiser and anti bacterial wipes available on a table in the foyer. Hand sanisiter and soap available in both toilets. Hand sanisitor available in multiple locations around the unit for use. Everyone is asked to use this before entering, during classes and when leaving.</p> <p>Face coverings – in line with government guidelines. Posters displayed in multiple locations (before entering the unit and in the foyer). There are to be used by everyone when moving around the unit. This includes setting up for classes. These can only be removed when 2m plus socially distanced. Disposable face coverings are available take by the door.</p> <p>Social distancing – Signage displayed. All classes to be 2m plus socially distanced. Floor markings for mats/ people. Tape measures available to check after set up. Floor stickers in place. Visual reminders in place</p>
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			<p>If anyone feels unwell they are asked NOT to attend The Hart Space. If anyone has been into contact with anyone with symptoms or who has COVID they are asked not to attend classes.</p> <p>If anyone develops symptoms or tests positive they are to contact their class facilitator ASAP.</p> <p>No walk-in appointments/ classes available. All classes/ workshops/ courses are pre bookable, contact details are taken electronically and available for track and trace.</p> <p>Attendees are asked not to arrive more than 5 minutes early for classes and to leave promptly.</p> <p>Classes have time between to ensure time for cleaning.</p> <p>Class providers to complete their own risk assessments in line with the type of class they are facilitating and government guidance.</p>
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			<p>All equipment to be cleaned after every use 'if you can't wash it , you can't use it'.</p> <p>All leaflets and magazines removed.</p> <p>Hand dryers available in toilets and installed by a registered electrician</p> <p>Soft furnishing – all cushions, eye pillows and blankets stored away. These are not available to use in class. Attendees are asked to bring their own if required for the class. These are to be stored in a bag until they reach their socially distanced area/ mat and then can be taken out. They must be placed back in a bag before leaving the area they are sat on.</p> <p>Unit is to be ventilated using the windows between and during classes (where appropriate)</p> <p>Mats such as yoga mats and the eva flooring is provided by The Hart Space to use. These are to be placed by the class facilitators are to ensure participants are 2m socially distanced from each other. Tape measures are</p>
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			available to use in multiple locations around the unit.
COVID – Baby classes and pregnancy classes	Everyone		<p>All of the above plus: Baskets provided for personal items these are cleaned after every use.</p> <p>No parachute play – hula hoop rings are provided instead to prevent sharing equipment and ‘wafting’</p> <p>Individual bags containing equipment provided for class attendees which are theirs to keep. Any other equipment which is for use within a class only to be used if it can be thoroughly cleaned after every use and not shared.</p> <p>Babies are non mobile and stay on their socially distanced mat</p> <p>Singing – only at normal talking volume, directed at baby, 2m socially distanced.</p>

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Slips, trips and falls	Someone could fall, trip or slip, risk of injury to body or someone else	Everyone	<p>All ‘loose’ items to be kept out of the way (bags, coats etc).</p> <p>Show racks available for use and out of the way to prevent obstruction and provide a tidy area for shoes to be placed.</p> <p>Cleaning equipment available should a spill happen, wet floor sign available for use</p> <p>Verbal instruction to move around the unit at a safe pace, no running</p> <p>Yoga mats, foam eva flooring checked before use to ensure no curled up corners.</p> <p>No trailing wires, units available at the rear of the room and down the side for electrical equipment to be placed out, off the floor.</p> <p>Good lighting throughout the unit (natural light, over head lighting and emergency lighting)</p> <p>To continue with visual and physical checks, and provide verbal instruction</p>
Falling objects just as pictures and decorations	Injury from a falling object	Everyone	<p>Pictures are displayed above the wardrobe units to prevent people from knocking them and falling.</p> <p>Decorations e.g. Christmas, Easter, general decorations, kept to a minimum and on the wardrobes, out of reach of children to prevent anything being pulled off.</p> <p>There is no pin board in the unit to prevent drawing pins falling onto the</p>

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			<p>floor, leaflets displayed on counter tops</p> <p>No high up storage available within the unit to prevent equipment falling</p> <p>First aid box available and on display if required, all near misses and accidents to be reported immediately</p>
Infection	Risk of infection due to cleaning. Illness	Everyone	<p>Domestic grade cleaning equipment available for use (locked away from children). High touch points wiped down after use (air conditioning controls, handles etc). Equipment cleaned after use. Cleaning of the unit to remain in place</p> <p>Hand sanitiser available throughout the unit</p> <p>Hand washing facilities available with hot water and hand dryers</p> <p>If anyone is sick, they are asked not to attend class</p>
'Sat water'	Risk to health	Class providers, anyone having a drink/ using the water	If the unit is left for a period of time, the water will be 'ran through' for a min of 30 minutes. Limited occasions this would happen as the unit is in use every day, but potentially over Christmas and Easter periods.
Foyer, landing, stairs	Obstruction and damaged fixing	Everyone	<p>Foyer area has designated area available for prams, ensuring clear exit routes. Landing is large and fitted with a rail around to stop falls. Visual checks of carpet, anti slip foot plates every time.</p> <p>Areas to remain free from obstruction at all times, no rubbish or equipment</p>

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Toilets, someone could get stuck	Someone could get locked inside	Everyone	<p>Toilets are fitted with external key pad entry code, when class is not in progress, these can be locked from the outside.</p> <p>Toilet doors fitted with turn lock from the inside, in the event someone was stuck the lock can be turned from the outside using a key/ coin to gain entry.</p> <p>Any problems to be reported immediately.</p>
Children pulling equipment onto themselves	Injury to body, head	Children	<p>Units inside the room are unable to be open by children. Kitchen unit doors, fridge and draws fitted with child locks and will remain in place. Children are given verbal instruction not to go into the kitchenette area and not to try and open units.</p> <p>Visual checks, child locks are in working order, equipment to be stored in correct places</p>
Entrances and exits	Lost keys, unable to get into the unit, unable to lock the unit	Class provider	<p>The main entrance is communal with 'Calculus' and fitted with 2 x locks, the internal doors (to the studio) are fitted with a key and lock system.</p> <p>In the event of a class provider forgetting keys, they can call Jennifer Scholes, a key safe is also fitted with spare keys inside the spare toilet (fitted with code lock on the outside), spare keys also available within the 'Calculus' offices. Any damage or problems to be reported immediately.</p>
Yoga mats/	Tips, risk of injury and	Everyone	Before use yoga mats and foam eva flooring to be checked for curled up

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foam eva flooring	risk of infection		edges, defective mats. If there is any damage, other mats are available. Mats are to be flat to the ground to prevent the risk of anyone tripping up. Mats to be cleaned after every use and dry before putting away. Visual checks completed every use
Button batteries	Choking, injury, death	Children and babies	No toys or equipment available for use with button batteries inside the unit.
Temperature control – too hot /too cold	Over heating, too cold to run classes	Class providers, children, everyone who attends classes	There is no central heating on the complex. Temperature is controlled through over head air conditioning/ heating unit which is serviced annually by the installer, to continue with annual servicing, any problems reported to landlord

Regular contact with Sefton Environmental Health during COVID – Terry Woods

The term 'staff' is used to describe a class provider, business, organisation 'staffing' the session they are running

Risk Assessments

The Hart Space, Norwood Business Park, 34a Hart Street, Southport

Person conducting venue risk assessments: Jennifer Scholes for The Hart Space

Background: The Hart Space is a studio available to hire by businesses and organisations by the hour for the purpose of their class/ session. The Hart Space provides minimal equipment to use by the hirer, the hirer is responsible for their own equipment and classes. Hirers are to have their own insurance, risk assessments, policies and qualifications, registers, and anything else they need for the classes they are providing. The Hart Space is not a through route to another part of the building.

The Hart Space does not have disabled facilities such as a disabled toilet, lift or stair lift.

Norwood Business Park Landlord – John Hayes

Equipment available to use during hire: Tables and chairs, kitchenette (including travel mugs), yoga mats, foam eva flooring, 'twinkle lights', blue tooth speaker, domestic grade cleaning equipment

The Hart Space risk assessment has been conducted by Jennifer Scholes. A thorough walk around of the studio has been carried out to identify potential risks for the unit and equipment provided, taking into consideration falls, trips, falling stacks, location of equipment, equipment provided to use by The Hart Space.

The Hart Space risk assessment does not include class specific information or class specific equipment risks, hirers to conduct risk assessments for the purpose of hire, in line with their own policies and guidance.

Risk assessments carried out annually and/ when guidance changes and are reviewed regularly