

# Ladygrove Community Centre : Risk Assessment

**Assigned to: All Saints CoE Primary (Didcot)**



Organisation: Ridgeway Education Trust  
Address: All Saints CoE Primary (Didcot)  
Tamar Way  
Didcot  
Oxfordshire  
OX11 7LH  
Status: Completed and validated  
Last Reviewed: 23/01/2025  
Next review: 18/12/2025

## Risk Assessment Description

Use of the Ladygrove Community Centre by school and community users

## Identified hazards

Hazard description	Who might be harmed and how	Control measures	Risk rating	Last amended
Car Park	Adults or children Slip, trip or fall hurting themselves Injured by a car	<ul style="list-style-type: none"> <li>• All regular hirers must have their own liability insurance. Ad hoc hirers will be covered by All Saints School with part of their fee paying</li> <li>• Signage to drive slowly</li> <li>• Zebra crossings</li> <li>• Footpaths separating cars and pedestrians</li> <li>• Hirers to be aware of direct access to car park from some external doors and manage their own risk accordingly within their risk assessment if needed.</li> <li>• Hirers should be aware of the uneven footpath directly outside the Community Centre entrance, signage in place.</li> </ul>	Low	Lisa Robinson on: 18/12/2024
Kitchen	Adults or children Scalding Burning Dropping heavy item on hand or foot	<ul style="list-style-type: none"> <li>• All regular hirers must have their own liability insurance. Ad hoc hirers will be covered by All Saints School with part of their fee paying</li> <li>• Children not permitted in kitchen area</li> <li>• Adults should be aware of their surroundings and exercise caution with hot drinks and sharp knives</li> <li>• Equipment provided must be used carefully and LCC management must be informed of any breakages as soon as possible</li> <li>• Use of microwave is at the hirers own risk and caution should be used when heating food and liquids to prevent scalding</li> </ul>	Low	Lisa Robinson on: 18/12/2024

Hazard description	Who might be harmed and how	Control measures	Risk rating	Last amended
Community Hall	Adults or children Slips, trips or falls Injured by activity Choking	<ul style="list-style-type: none"> <li>• All regular hirers must have their own liability insurance. Ad hoc hirers will be covered by All Saints School with part of their fee paying</li> <li>• Bouncy castles not permitted in the Community Hall</li> <li>• Hirers must clean spillages immediately</li> <li>• Power cords must be safe and not trailing</li> <li>• Equipment provided must be used carefully and LCC management must be informed of any breakages as soon as possible</li> <li>• Children should be monitored when eating at all times</li> <li>• Cleaning equipment provided with hire</li> <li>• Hirers responsible for cleaning after use</li> <li>• Alcohol for private consumption with prior permission only</li> <li>• Temporary event license must be obtained for sale of alcohol or live music</li> </ul>	Low	Lisa Robinson on: 18/12/2024

Hazard description	Who might be harmed and how	Control measures	Risk rating	Last amended
School Hall	Adults or children Slips, trips or falls Injured by activity Choking	<ul style="list-style-type: none"> <li>• All regular hirers must have their own liability insurance. Ad hoc hirers will be covered by All Saints School with part of their fee paying</li> <li>• Bouncy castles on request basis only</li> <li>• Access to the school kitchen is not permitted</li> <li>• Hirers must clean spillages immediately</li> <li>• Power cords must be safe and not trailing</li> <li>• Equipment provided must be used carefully and LCC management must be informed of any breakages as soon as possible</li> <li>• Children should be monitored when eating at all times</li> <li>• Cleaning equipment provided with hire</li> <li>• Hirers responsible for cleaning after use</li> <li>• Alcohol for private consumption with prior permission only</li> <li>• Temporary event license must be obtained for sale of alcohol or live music</li> </ul>	Low	Lisa Robinson on: 18/12/2024

Hazard description	Who might be harmed and how	Control measures	Risk rating	Last amended
Community hall storage cupboard	Adults and children Crushed Sprain Back injury	<ul style="list-style-type: none"> <li>• All regular hirers must have their own liability insurance. Ad hoc hirers will be covered by All Saints School with part of their paid fee</li> <li>• Chairs should be stacked 10 high only</li> <li>• Chair trolley provided to support moving chairs.</li> <li>• Tables should be folded carefully supporting back and fingers</li> <li>• Children must not enter the storage cupboard and should not stack or fold tables and chairs</li> <li>• Equipment is checked regularly by LCC management</li> <li>• Equipment provided must be used carefully and LCC management must be informed of any breakages as soon as possible</li> <li>• All equipment should be returned to the storage cupboard</li> </ul>	Low	Lisa Robinson on: 18/12/2024
Toilets	Adults and children Trapped fingers	<ul style="list-style-type: none"> <li>• All regular hirers must have their own liability insurance. Ad hoc hirers will be covered by All Saints School with part of their fee paying</li> <li>• Door guards in place</li> </ul>	Low	Lisa Robinson on: 18/12/2024
Cleaning	Adults and children Chemical burn Back injury	<ul style="list-style-type: none"> <li>• All regular hirers must have their own liability insurance. Ad hoc hirers will be covered by All Saints School with part of their fee paying</li> <li>• Children must not use cleaning equipment</li> <li>• Equipment provided must be used carefully and LCC management must be informed of any breakages as soon as possible</li> <li>• Equipment is checked regularly by LCC management</li> <li>• Washing up liquid only supplied for cleaning</li> </ul>	Low	Lisa Robinson on: 18/12/2024

Hazard description	Who might be harmed and how	Control measures	Risk rating	Last amended
First aid	Low level and more serious injuries could lead to harm for any user.	<ul style="list-style-type: none"> <li>First aid kit is stored in the Community kitchen for use by community users</li> <li>Hirer responsible for managing first aid risks and administering first aid when using the community centre</li> <li>Hirer to ensure they have a telephone for emergency use if needed.</li> <li>Contact details in the event of an emergency are displayed in the kitchen and main entrance on yellow paper</li> <li>There is a defibrillator in school for use during school open hours</li> <li>First Aid kit is checked and replenished every two weeks as per school system</li> </ul>	Low	Lisa Robinson on: 18/12/2024
Fire	Adults and Children Burns Scalding Smoke inhalation	<ul style="list-style-type: none"> <li>All hirers must familiarise themselves with location of exits and assembly point</li> <li>The assembly point for both halls is in the front car park. If it is unsafe to leave the school hall by the front door please exit via the school hall playground door and meet on the netball courts.</li> <li>Hirers must not attempt to tackle any blaze and must call 999 and raise the alarm on discovery of a fire</li> <li>Fire Risk Assessment carried out</li> </ul>	Low	Lisa Robinson on: 18/12/2024
Safeguarding - community centre is adjacent to school site	Children in school	<ul style="list-style-type: none"> <li>Community centre secured separately to school. Hirers must not access school site.</li> <li>Hirers to visit school by going to main school Reception if questions arise or contact school via 01235 819143</li> <li>Hirers to be responsible for their own safeguarding practice in line with Keeping Children Safe in Education 2021</li> </ul>	Low	Lisa Robinson on: 18/12/2024