

## RISK ASSESSMENT FORM

Company name: Youth Ngage Kent CIC

Assessment carried out by: Prince Adeola

Date of next review: 10/04/2024

Date assessment was carried out: 10/04/2023

Venue: Windmill House, First Floor 129/130 Windmill Street DA12 1BL

| ROOM                                   | RISKS    | ACTIONS  |
|--|----------|--|
| <b>ALL ROOMS</b>                       |          |  |
| Electric sockets covered               | No risk  | Not exposed  |
| Windows and low level glass            | No risk  | Windows protected with locks   |
| Cords on blinds and curtains           | No risk  | window blinds and no cords   |
| Trailing wire and cables               | Very low | Hidden away  |
| Flooring                               | No risk  | Carpeted   |
| Heating/Ventilation                    | No risk  | Well placed/room temperature   |
|  |          |  |
| <b>ENTRANCE/HALL</b>                   |          |  |
| Front door-lockable and keys available | No risk  | has key and easily accessible to the staff   |
| Stairs and bannisters                  | No risk  | short stairs with handrails  |
| Metre cupboard                         | No risk  | Secured in a separate room   |
| Smoke Alarm                            | No risk  | Available and in good condition  |
|  |          |  |
| <b>KITCHEN</b>                         |          |  |
| Knives and sharp implements            | No risk  | 1, Keep in the locker at all time  |
| Cooker                                 | No risk  | No cooker, cooking not allowed in the premises   |
| Electrical appliances                  | Very low | Only kettle available in the kitchen and socket off when not in use                        |
| Other                                  |          |  |
| <b>BATHROOM/TOILET</b>                 |          |  |
| First Aid Box                          | No risk  | In the corridor, easy access; regular check up   |
| Toilet Brush                           | No risk  | Clean and kept in a corner in the toilet   |
| Temperature of water                   | No risk  | Warm or cold as required   |
| Cleaning materials                     | Very low | Disinfectant, anti-bacterial wipes, hand-wash, tissue and towels (for Covid-19 essentials) |

