BRIGHTER FUTURES COMMUNITY FACILITY

General Risk Assessment Review

Updated review incorporating confirmed remedial works and linked assessments

Based on the assessment last checked/reviewed 19 February 2026
Updated with confirmed information 16 August 2026

Important status note
This revision incorporates confirmed completion information supplied by Brighter Futures. EICR remedial actions have been completed by Roberts Electrical and Wynne Edwards Electrical, with works recorded in the organisation's logs/records; the former gas supply was capped by British Gas / Energy Networks in 2024; ladder and work-at-height arrangements were reviewed in February 2025; and asbestos condition monitoring is carried out annually against the JB Monitor 2019 survey. Separate risk assessments are also in place for workshop activities and vehicles. Supporting certificates, logs and linked assessments should remain retained and available as audit evidence.

1. Document control

Organisation	Brighter Futures
Overall health & safety responsibility	Shane Owen (as stated in the supplied assessment)
Day-to-day implementation	Employees; coordinated through existing HSC arrangements
Original assessment review date	19 February 2026
Draft revision date	16 August 2026
Formal review cycle	At least annually, and sooner after significant change, accident/near miss, new equipment/substances, or if controls may no longer be effective
Next planned review	19 February 2027, unless an earlier review trigger applies
Approval status	v1.1 2026

2. Summary of the review

The original assessment has a useful foundation: it identifies many of the main premises and activity hazards, records existing controls, includes a 5 x 5 risk matrix and recognises the hierarchy of controls. The main weaknesses are document control and evidence of closure rather than an absence of safety activity.

- Several historic actions dated 2023 have now been confirmed as completed. EICR issues/actions were completed by Roberts Electrical and Wynne Edwards Electrical with works recorded; the gas supply was capped by British Gas / Energy Networks in 2024; and ladder/work-at-height arrangements were reviewed and completed in February 2025. These items should now be shown as closed controls, with the supporting records cross-referenced and retained.
- Many “Action by whom?” and “Action by when?” cells are blank, which makes it difficult to demonstrate accountability and follow-up.
- The assessment records a single numerical score but not the separate likelihood and severity values shown by the matrix, and it does not distinguish initial risk from residual risk after further controls.
- Some rows say “No further action required” while the same or related row contains an outstanding action, an old review date, or a score of 6. Those statements have been replaced with clearer evidence/review requirements.
- Portable electrical equipment is subject to an annual PAT testing programme operated in-house by trained staff and volunteers using Brighter Futures' own test equipment. The most recent PAT testing training was completed in May 2026. User checks and removal of defective equipment remain part of the control system; the annual frequency is recorded as the organisation's chosen maintenance regime.
- The work-at-height wording has been separated from LOLER. Ladder/stepladder controls belong under work-at-height arrangements; LOLER applies to lifting equipment and should be managed separately where relevant.
- Asbestos management is supported by a full building survey completed by JB Monitor in 2019. The identified potential asbestos requiring ongoing observation is an external redundant flue. Brighter Futures carries out annual visual condition inspections; the most recent recorded inspection in November 2025 found no change or damage. The survey, inspection log and pre-work information arrangements should remain part of the live asbestos management system.
- Separate risk assessments are already in place for workshop activities and vehicles. These should be kept current and cross-referenced from this general assessment. Remaining matters to confirm or maintain include Legionella/water hygiene, first-aid needs, DSE workstation assessments, lone working, contractor controls and arrangements for vulnerable persons where relevant.
- Spelling, terminology and consistency have been corrected (for example EICR, PPE, knives, fire marshals, first-aid boxes and non-slip).

3. Assessment method

Use the existing 5 x 5 principle: Risk rating = Likelihood x Severity. For each hazard, record the likelihood (1-5) and severity (1-5) separately, then calculate the rating. Reassess the residual risk after further actions are completed. The supplied PDF records only the total score, so this draft preserves that number as the “2026 score” and leaves the new L/S/R fields for site reassessment rather than guessing the inputs.

Review trigger
changes to staff, processes, and equipment.

4. Action register - confirmed closures and ongoing controls

Priority	Issue to confirm / close	Required action / evidence	Suggested owner	Target	Status
Closed / maintain	Electrical remedial works / EICR	EICR issues/actions have been completed by Roberts Electrical and Wynne Edwards Electrical. Logs/records of the works are retained. Keep the latest EICR and remedial evidence together and track any future observations through to documented closure. New EICR quotes are being obtained by the Facilities coordinator,	HSC / competent electrician	Completed; retain records	CLOSED / MONITOR
Closed / maintain	Fire risk assessment renewal	The first-floor/loft works completed, reorganized and new light and stairs / hatch installed.	Responsible Person / HSC	Before sign-off	CLOSED
Closed / maintain	Work at height / ladder controls	Ladder and work-at-height arrangements were reviewed and completed in February 2025. Maintain competent users, pre-use checks, periodic ladder/stepladder inspections and task-specific assessment. Review again after equipment/task changes, incidents or concerns. Manage any actual lifting equipment separately.	HSC / Caretaker	Completed Feb 2025; ongoing checks	CLOSED / MONITOR
Closed	Gas supply status	The former gas supply was capped by British Gas / Energy Networks in 2024 and gas items had been removed. Retain decommissioning/capping evidence. Reassess only if a gas supply or gas appliance is reintroduced.	HSC	Completed 2024	CLOSED
Ongoing control	Asbestos management	Full asbestos survey completed by JB Monitor in 2019. The potential asbestos noted for ongoing observation is an external redundant flue. Carry out and record annual visual condition inspections; the November 2025 inspection recorded no change or damage. Keep the survey/register available and provide information before maintenance or intrusive work that could affect the area.	HSC	Last check Nov 2025; next by Nov 2026 by Coordinator	MONITOR
Medium	Yard ball-stop netting	The yard action was due Dec 2023. Installation was completed in Jan 2024.	HSC / Trustees	Completed 2024	CLOSED
Medium	Legionella / water hygiene	No specific Legionella risk is recorded. Facilities coordinator arranges and records 6 monthly inspection and cleaning of water dispensers.	Facilities coordinator	Completed, retain records of 6 monthly checks	MONITOR

Priority	Issue to confirm / close	Required action / evidence	Suggested owner	Target	Status
Medium	First-aid needs assessment	Confirmed the required equipment, appointed persons/first-aiders and coverage for staff, volunteers and public users. New choking kit purchased. All kits to be checked as per guidance by coordinator	Facilities coordinator	Completed, maintain records	MONITOR
Medium	DSE / office work	Ergonomics training is mentioned, but no DSE workstation assessment is recorded. Complete individual assessments for workers who meet the DSE-user criteria and re-assess after relevant changes or discomfort.	Facilities coordinator	Within 60 days	TBC
Medium	Lone working / violence	The violence row includes alarms and entry control. Confirm lone-working situations, policy for lockdowns available to all staff in OneDrive.	Facilities coordinator	Share policy with all staff	TBC
Linked assessment	Workshop activities	A separate workshop risk assessment is in place. Keep it current, cross-reference its document/date here, and review it when tools, machinery, substances, layout or activities change or after a relevant incident.	HSC / activity lead	Per separate assessment	IN PLACE
Linked assessment	Vehicle movement / external traffic	A separate vehicle risk assessment is in place. Keep it current and cross-referenced, including pedestrian segregation, reversing/deliveries, speed, lighting and emergency access where applicable.	HSC / Facilities coordinator	Per separate assessment	IN PLACE

5. Revised general assessment

5.1 General premises and activities

Hazard / harm	Existing controls (reworded)	Further action / evidence required	Owner	Target / review	2026 score	New L/S/R
Slips and trips - staff, volunteers and visitors may suffer sprains, fractures or other injury.	Good housekeeping; walkways kept clear; adequate lighting including stairs; no trailing leads; spillages cleaned promptly with warning signs; floors/carpets maintained; daily pre-opening checks recorded.	Keep a documented defect/repair log; confirm daily check ownership; escalate unresolved defects; review trends from slips, trips and near misses.	All staff	Daily checks; monthly audit; annual review	4	TBC

Hazard / harm	Existing controls (reworded)	Further action / evidence required	Owner	Target / review	2026 score	New L/S/R
Fire and flood - burns, smoke inhalation, evacuation failure, flooding and secondary hazards.	Separate fire and flood assessments/plans; checks of alarms, emergency lighting and firefighting equipment; evacuation drills; signed escape routes kept clear; NRW flood warnings; staff training.	Confirm current FRA and flood actions are closed or tracked; record drills and system checks; confirm emergency roles and accessible evacuation arrangements; test recovery/contact arrangements.	Fire marshals	Per FRA/flood plan; verify now	4	TBC
Asbestos - inhalation of asbestos fibres if ACMs are disturbed.	Full building asbestos survey completed by JB Monitor in 2019 and retained. The potential asbestos identified for ongoing monitoring is an external redundant flue. Annual visual inspections are recorded; the November 2025 inspection found no change or damage.	Continue annual visual condition checks and record findings; keep the survey/register accessible; provide asbestos information before maintenance or intrusive work that could disturb the flue/affected area; arrange competent reassessment if damage or deterioration is found.	HSC	Annual visual check; next by Nov 2026; before intrusive work	2	Monitor annually
Manual handling - musculoskeletal injury from lifting, carrying, pushing or pulling.	Trolleys/lift available; staff and volunteers trained in handling techniques; ergonomic training for IT users.	Avoid hazardous handling where reasonably practicable; identify higher-risk tasks and loads; assess unavoidable tasks (task/load/environment/individual); maintain handling aids and review after injuries or task changes.	HSC / groups coordinator	On task change; annual review	4	TBC
Stored equipment / falling objects - impact, crush or trip injury.	Heavy items stored low; users instructed on stable storage and safe removal.	Include storage condition in routine inspections; secure tall/heavy items where needed; prohibit unsafe climbing/reaching; remove damaged shelving promptly.	Facilities coordinator	Monthly / after changes	2	TBC
Hazardous substances / cleaning products - skin/eye injury, inhalation and accidental mixing/exposure.	Products labelled and securely stored; safety data sheets available; dilution information; PPE available; cleaner reports problems; lower-hazard products considered.	Maintain a current product inventory and COSHH assessment for significant products; use substitution/engineering/administrative controls before relying on PPE; confirm SDS are current; define spill/eye exposure response and training; assess contractor substances.	HSC and Facilities coordinator	Monthly stock check; on product change	4	TBC
Electricity - shock, burns, fire from faulty equipment, wiring or sockets.	Installation and repairs undertaken by qualified electricians. EICR completed and all identified issues/actions confirmed completed by Roberts Electrical and Wynne Edwards Electrical, with works recorded in logs/records. User checks continue. Trained staff and volunteers complete annual PAT testing using Brighter Futures' own test equipment; most recent PAT testing training completed May 2026. Isolation points and solar/DC labelling are known.	Retain the EICR, remedial certificates/works logs and annual PAT records; remove defective equipment from use; maintain competence of in-house PAT testers and refresh training when required; obtain competent electrician advice for installation defects, fixed wiring or matters outside staff competence.	HSC / competent electrician	Annual PAT programme; EICR/remedials as required	6	Reassess after controls

Hazard / harm	Existing controls (reworded)	Further action / evidence required	Owner	Target / review	2026 score	New L/S/R
Work at height - falls while changing lamps, inspecting gutters or reaching elevated areas.	Suitable stepladder available; users instructed/trained; pre-use checks; external contractors used where appropriate. Ladder and work-at-height arrangements were reviewed and completed in February 2025.	Maintain ladder/stepladder condition and periodic inspections; use only competent users; complete task-specific assessment where required; use safer access equipment or competent contractors for unsuitable/higher-risk work; review after incidents, changes or reported defects.	HSC and Facilities coordinator	Before each task; periodic inspection; formal review after change/incident	6	Monitor
Violence, aggression and threatening behaviour - assault, abuse, stress or injury to staff/volunteers.	Non-confrontational service training; controlled entry/self-locking door; booking/contact details; personal alarms; group rules/contracts; incidents logged and police contacted where appropriate.	Refresh conflict/de-escalation training; identify lone-working situations; test alarms; agree check-in/escalation and safe-retreat arrangements; review incident trends and consult staff after events.	All staff	Team meetings; after incidents	4	TBC

5.2 Kitchen

Hazard / harm	Existing controls (reworded)	Further action / evidence required	Owner	Target / review	2026 score	New L/S/R
Slips and trips - kitchen users injured by spillages, clutter or unsuitable footwear.	Goods/equipment stored safely; no trailing leads; spillages cleaned promptly; floor maintained; leaks controlled; cleaning materials available; suitable footwear expected.	Keep floor/leak defects on repair log; define pre-use/close-down checks; ensure wet-floor controls do not create additional trip obstruction.	Catering coordinator	Before use; monthly review	4	TBC
Fire - burns/smoke inhalation and evacuation risk.	Alarm/emergency lighting/firefighting checks; drills; FRA and recovery plan; fire blankets; fire safety training.	Follow current FRA actions; keep exits clear; confirm isolation/close-down arrangements for appliances; record checks and training.	Catering coordinator	Per FRA; before use	4	TBC
Knives and sharp equipment - cuts/lacerations.	Users trained; equipment stored safely; first-aid kit available; access restricted to staff/approved volunteers.	Provide safe cutting/storage rules; keep knives suitable and maintained; remove damaged tools; include supervision/competence for occasional or young users where applicable.	Catering coordinator	Before use; annual review	6	TBC
Manual handling - strains from food, equipment and bulky items.	Trolleys/lift available; staff/volunteers trained.	Identify awkward/heavy routine loads; avoid or split loads where possible; use aids; complete specific assessment where risk remains.	Catering coordinator	On task change	2	TBC

Hazard / harm	Existing controls (reworded)	Further action / evidence required	Owner	Target / review	2026 score	New L/S/R
Stored equipment / goods - falling objects, unstable stock or unsafe access.	Heavy items stored low; safe storage/removal; stock rotation monitored; step ladder available.	Keep high storage to light items; do not stand on chairs/boxes; include shelving/step-ladder condition in checks.	Catering coordinator	Weekly stock check	2	TBC
Cleaning chemicals - skin/eye/respiratory exposure.	Labels, dilution information, SDS, secure storage and PPE; cleaner monitoring; lower-hazard substitution considered.	Keep COSHH assessments current; avoid mixing incompatible chemicals; define spill/eye exposure arrangements; verify PPE selection/training; control decanted containers.	Facilities coordinator	On product change; monthly	4	TBC
Electricity - shock/burn/fire in a wet/food-preparation environment.	Qualified electrical repairs; EICR remedial actions completed by Roberts Electrical and Wynne Edwards Electrical with records retained; equipment user checks; trained staff/volunteers carry out annual PAT testing using in-house equipment; latest PAT testing training May 2026; isolation point known; equipment/sockets selected for the environment.	Retain annual PAT records and remedial/EICR evidence; remove damaged items from service; keep tester competence current; refer fixed-wiring, RCD/protection or installation concerns to a competent electrician.	HSC / competent electrician	Before use; annual PAT; electrical review as required	4	Reassess after controls
Work at height - falls while reaching high shelves or changing lamps.	Appropriate stepladder; users instructed in safe use and pre-use checks.	Keep frequently used/heavy items within easy reach; restrict ladder use to competent users; inspect ladder condition; use alternative access for unsuitable tasks.	All Staff	Before each use	2	TBC
Hot oil, hot surfaces and steam - burns/scalds.	Training; heat-resistant gloves; burns first-aid kit; hot-water hazards identified; long sleeves encouraged.	Maintain pan handles/appliances; keep hot zones clear; define safe draining/emptying of hot oil and steam release; ensure first-aid provision matches burn risk.	Catering coordinator	Before use; maintenance schedule	4	TBC
Workplace temperature / heat - heat stress, fatigue or dehydration.	Extraction used; chilled drinking water; fans/work clothing available as required.	Monitor ventilation/extraction effectiveness; allow breaks/rotation during high heat; maintain extract systems; review if staff report symptoms.	Groups lead	During hot conditions	2	TBC
Gas supply - historic hazard eliminated by removal/capping.	Gas items removed. Former gas supply capped by British Gas / Energy Networks in 2024.	Retain decommissioning/capping evidence. No routine gas-appliance controls are required while no gas supply/appliance is in use. Reassess before any future reinstatement or installation.	HSC	Completed 2024; review if reinstated	N/A - eliminated	N/A
Food preparation - illness from unsafe food handling.	SFBB good practice; cleaning; safe chilled storage; adequate cooking; users informed of standards; external food-hygiene advice sought.	Keep food-safety records and temperature controls under the separate food hygiene system; review this H&S assessment when equipment/process changes create worker safety risks.	Facilities coordinator	Ongoing / food-safety schedule	2	TBC

5.3 Yard / external areas

Hazard / harm	Existing controls (reworded)	Further action / evidence required	Owner	Target / review	2026 score	New L/S/R
Slips and trips / external surfaces - staff and users may slip, trip or fall.	External housekeeping; equipment stored; ice-melt salt available; surfaces maintained; ramps/rails; non-slip treatment; drainage; leaders check weather and area before sessions.	Confirm historic ball-stop netting action; record pre-session checks; inspect drainage, ramps, rails and anti-slip surfaces; restrict use in unsafe weather/ice until treated.	All Staff	Before sessions; seasonal review	4	TBC
Manual handling outdoors - back/strain injury from bulky items.	Trolleys/lift available; staff/volunteers trained.	Plan storage to minimise carrying distance; use team lifts/aids; assess awkward or repetitive tasks.	All staff	Before task	2	TBC
Vehicle movement / deliveries - collision risk if vehicles use yard/car park.	A separate vehicle risk assessment is in place for vehicle movement / external traffic arrangements.	Keep the separate vehicle assessment current and cross-referenced. Ensure yard/session arrangements remain consistent with its controls for pedestrian separation, reversing/deliveries, speed, lighting and emergency access.	HSC / Facilities coordinator	Per separate vehicle risk assessment; review after changes	See separate RA	See separate RA

5.4 First floor and loft

Hazard / harm	Existing controls (reworded)	Further action / evidence required	Owner	Target / review	2026 score	New L/S/R
Slips and trips on stairs / loft access - falls and related injury.	Good housekeeping; stair nosing; handrail; loft stairs with safety rails; loft lighting.	Restrict loft access to authorised users; keep stairs/landings clear; include lighting, nosing, rails and loft stair condition in inspections; assess any carrying of loads on stairs separately.	Facilities coordinator	Monthly; before loft access	2	TBC
Fire / evacuation from first floor and loft - fatal or serious harm if evacuation is delayed.	Alarm/emergency lighting/firefighting checks; drills; FRA and recovery plan; fire training; fire-rated doors; evacuation chair; opening windows/flat-roof escape features; emergency ladder; extinguishers/blankets; combustible checks.	Confirm current FRA and that the listed secondary escape/evacuation measures remain appropriate, maintained and reflected in staff training; ensure arrangements account for people who may need assistance; do not rely on equipment unless users are trained and it is maintained.	HSC / Facilities coordinator	Verify now; per FRA	4	TBC

6. Linked or additional assessments to confirm

Legionella / water hygiene: HSE guidance for community halls specifically identifies Legionella as an area to consider. Confirm a current risk assessment/control scheme for hot and cold water systems, with a named responsible person and records proportionate to the system.

First aid: Record a first-aid needs assessment covering the workplace, workforce and hazards, including public users and lone/remote work where relevant. Use it to decide kit locations, appointed persons/first-aiders, training and cover.

Display screen equipment (DSE): For workers who use DSE daily for continuous periods of an hour or more, complete workstation assessments and review after changes, new users or reports of pain/discomfort.

Lone working: If staff or volunteers work without close/direct supervision, assess violence, medical suitability, stress/wellbeing, workplace factors, communication and supervision/check-in arrangements.

Contractors and maintenance: Use a contractor control process for electrical, gas, asbestos-related, work-at-height and other maintenance work. Share relevant hazards and retain certificates/records.

Workshop and vehicle activities: Separate risk assessments are already in place for workshop activities and vehicle movements. Record their current document references/review dates in the controlled risk-assessment index, keep them aligned with this general assessment, and review them when equipment, layout, traffic patterns or activities change.

Vulnerable persons: Consider any additional controls needed for young people, disabled people, new/expectant mothers, new workers or others with particular needs. For fire, ensure the current FRA addresses safe evacuation for relevant users.

Work-related stress: If work organisation, public-facing activity, lone working or incidents create significant stress risk, assess and manage this separately with staff consultation.

7. Evidence and record-keeping checklist

- Current fire risk assessment, action plan, fire log, alarm/emergency-lighting/extinguisher service records and drill records.
- Latest EICR plus the Roberts Electrical and Wynne Edwards Electrical remedial works records/logs confirming completion of identified actions.
- Annual PAT testing records, in-house tester competence/training records and equipment checks; most recent PAT testing training completed May 2026.
- JB Monitor 2019 asbestos survey/report, asbestos register/management information and annual visual inspection log for the external redundant flue; last recorded inspection November 2025 - no change or damage.
- COSHH inventory, assessments, current safety data sheets and staff/cleaner training records.
- Ladder/stepladder register, inspections and work-at-height training/competence records, including evidence of the February 2025 review.
- First-aid needs assessment, kit inspection records and first-aider/appointed-person arrangements.
- Legionella/water-hygiene risk assessment and control/monitoring records where applicable.
- Incident, near-miss, violence/aggression and maintenance defect logs, with evidence of action taken; retain the 2024 British Gas / Energy Networks gas-capping/decommissioning record.
- Training matrix covering induction, fire, manual handling, COSHH, work at height, conflict/de-escalation, PAT testing and other role-specific needs; controlled copies/references for the separate workshop and vehicle risk assessments.

8. Approval

Assessor / reviewer	S Owen & S Johnson
Competent-person checks completed by	S Owen
Trustee / management approval	
Approval date	
Next review date	

Appendix A - Official guidance used for this improvement review

The following official guidance was checked in August 2026 to test the structure and selected technical points in the supplied assessment. This list is a reference basis, not a substitute for competent site-specific assessment.

- HSE - Village and community halls: legal responsibilities (building, access/egress, equipment/substances; highlights asbestos, fire, Legionella, electrical/gas services and car-park access).
- HSE - Managing risks and risk assessment at work: identify hazards, assess risks, control risks, record findings and review controls.
- HSE - Risk assessment template and examples: record who may be harmed, existing controls, further action, owner and due date.
- HSE - Maintaining electrical equipment safety / portable equipment guidance: inspection and testing should form part of a proportionate maintenance system. Brighter Futures has chosen an annual in-house PAT programme supported by trained testers, alongside user checks and competent-person fixed-installation work.
- HSE - Safe use of ladders and stepladders: use ladders only where risk assessment shows they are suitable; users must be competent and equipment stable/suitable.
- HSE - LOLER / work equipment FAQs: LOLER applies to lifting equipment used for lifting or lowering loads; ordinary ladder controls should therefore be described under work-at-height arrangements.
- HSE - COSHH: assess exposure, select proportionate controls, train workers, record findings and review when products/processes change.
- HSE - Duty to manage asbestos in buildings: keep asbestos information current, monitor the condition of known/suspected materials and provide information before disturbance. Brighter Futures supports this with the JB Monitor 2019 survey and recorded annual visual monitoring of the external redundant flue.
- HSE - First aid at work: carry out a first-aid needs assessment to determine equipment, facilities and personnel.
- HSE - DSE workstation assessment: assess regular DSE users and review when users/workstations change or discomfort is reported.
- HSE - Legionella: employers and those in control of premises must assess and manage sources of risk in water systems.
- HSE - Violence/lone working: assess significant violence risks, consult workers and address factors that make lone workers more vulnerable.
- Welsh Government / fire safety guidance: Responsible Persons for non-domestic premises must maintain an appropriate fire risk assessment and record required fire-safety information/arrangements under current Welsh requirements.

Appendix B - Proposed risk-record fields for future reviews

For each hazard, the next formal version should record all of the following so the risk rating and action status are auditable:

- Hazard and foreseeable harm; people exposed (including volunteers, contractors and public users).
- Existing controls and evidence/record location.
- Initial likelihood (1-5), initial severity (1-5) and initial rating.
- Further controls, selected using the hierarchy of controls where reasonably practicable.
- Named action owner, target date and status (Open / In progress / Closed).
- Closure evidence and completion date.
- Residual likelihood, severity and rating after action.
- Review trigger/date and assessor approval.