



Risk Assessment for The ReConnect 1-1 Programme at

Address: 12 Looms Lane, Bury St Edmunds, Suffolk, IP33 1HE

1. Introduction

This risk assessment identifies potential hazards and assesses the risks associated with the facilities and activities at The ReConnect 1-1 Programme. The goal is to ensure the safety and well-being of students, staff, and visitors by implementing appropriate control measures. This assessment is conducted in line with current UK government legislation and guidance, including the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999.

2. Site Description

The ReConnect 1-1 Programme is located at 12 Looms Lane, Bury St Edmunds, and includes the following facilities:

- Music recording facility
- Kitchen & Café Area
- Art facility
- Makeup and beauty area
- Fitness area
- Stairs
- Toilets

The site is situated near a moderately busy street and is in proximity to a park and local businesses.

3. Hazard Identification and Risk Assessment

A. Music Recording Studio

Hazards:

- Electrical equipment
- Noise levels
- Cables and wires causing trip hazards

Risks:

- Electric shock or fire
- Hearing damage
- Trips and falls

Control Measures:

- Regular PAT testing of electrical equipment
- Use of noise-cancelling headphones and ear protection
- Proper cable management and use of cable covers
- Regular safety briefings and training for users

B. Kitchen

Hazards:

- Hot surfaces and equipment
- Sharp utensils
- Slips and trips due to spills

Risks:

- Burns and scalds
- Cuts and lacerations
- Slips, trips, and falls

Control Measures:

- Regular maintenance and checks of cooking appliances
- Safe storage of sharp utensils
- Immediate clean-up of spills and use of non-slip mats
- Clear signage and training on safe kitchen practices

C. Stairs**Hazards:**

- Slips, trips, and falls
- Inadequate lighting

Risks:

- Injuries from falls

Control Measures:

- Installation of handrails
- Ensuring good lighting on staircases
- Regular inspection and maintenance of staircases
- Clear marking of steps and edges

D. Art Equipment**Hazards:**

- Sharp tools (e.g., scissors, craft knives)
- Toxic materials (e.g., paints, solvents)
- Trip hazards from art supplies

Risks:

- Cuts and punctures

- Inhalation or ingestion of toxic substances
- Trips and falls

Control Measures:

- Safe storage and handling procedures for sharp tools
- Use of non-toxic materials where possible and proper ventilation
- Proper storage and organization of art supplies
- Safety training for handling art materials

E. Makeup and Beauty Area

Hazards:

- Electrical equipment (e.g., hairdryers, straighteners)
- Chemical products (e.g., makeup, skincare products)
- Slips and trips

Risks:

- Electric shock or burns
- Allergic reactions or chemical burns
- Slips, trips, and falls

Control Measures:

- Regular PAT testing of electrical equipment
- Safe storage and handling of chemical products
- Immediate clean-up of any spills
- Conducting patch tests to identify potential allergies

F. Fitness Equipment

Hazards:

- Heavy weights and exercise machines
- Incorrect use of equipment

Risks:

- Musculoskeletal injuries
- Crush injuries

Control Measures:

- Regular maintenance and checks of fitness equipment
- Supervision by trained staff
- Clear instructions and training on correct use of equipment
- Use of safety mats and proper spacing of equipment

G. Location Hazards (Urban Setting)

Hazards:

- Moderately busy road
- Proximity to local businesses and public spaces

Risks:

- Road traffic accidents
- Potential interaction with the public in shared spaces

Control Measures:

- Use of pedestrian crossings
- Education on road safety
- Supervision of outdoor activities in public spaces

4. Front Gate Locking Policy

- **General Policy:** The front gate is not locked if there are more than two staff members on site, as all young people are always under one-to-one supervision. If any circumstances change, such as fewer than two staff members being present or a young person not being under one-to-one supervision, the gate will be locked to maintain security.
 - **Access to Lock Code:** The gate lock code is only known to ReConnect staff. This ensures that only authorized staff can access the premises.
 - **Monitoring and Compliance:**
 - Regular checks will be conducted to ensure the gate is appropriately locked when required.
 - In case of any change in staffing or supervision levels, staff will immediately ensure the gate is locked for safety and security.
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5. Emergency Procedures

- **Fire Safety:**
 - Regular fire drills and training
 - Clearly marked fire exits and assembly points
 - Fire extinguishers and alarms tested regularly
- **First Aid:**
 - Trained first aid personnel on-site
 - Well-stocked first aid kits accessible in all key areas
- **Evacuation Plan:**
 - Clear evacuation routes posted
 - Regular evacuation drills conducted

6. Review and Monitoring

This risk assessment will be reviewed annually or following any significant incident, change in legislation, or introduction of new equipment or activities. Feedback from staff, students, and visitors will be considered to continuously improve safety measures.

Approved by:

Chris Sodey

Lead Coordinator of The ReConnect Programme

Date: 22/3/25