

## WOULDHAM PARISH COUNCIL RISK ASSESSMENT FORM

### RISK ASSESSMENT FOR USERS OF THE VILLAGE HALL – Rev 6

<u>POTENTIAL HAZARD</u>	<u>EXISTING CONTROL MEASURES</u>	<u>RISK RATING</u>	<u>PREVENTATIVE MEASURES</u>	<u>RESPONSIBILITIES</u>
Fire	<ul style="list-style-type: none"> <li>- Fire escape route</li> <li>- Fire Extinguishers</li> <li>- Fire Alarms</li> </ul>	5	<ul style="list-style-type: none"> <li>- Signs displayed &amp; instructions given showing fire escape route</li> <li>- Location of fire extinguishers to be given</li> <li>- Fire door/s installed</li> <li>- Extinguisher servicing register maintained</li> <li>- Monthly test of Fire Alarm</li> <li>- Instructions given in the event of a fire and Muster Point established</li> </ul>	<p>Village Hall Management Committee members:-</p> <p>Martin Jukes (Chairman)</p> <p>Trustees:- Jenny Head Daphne Parris Donna Cook Tracey Cranfield</p> <p style="color: red;">There is currently no caretaker – Fire Alarm testing to be carried out by Chairman</p>
Slips, trips and falls	<p>Instructions given: Spills to be cleaned up immediately</p> <p>Hall floor to be trip hazard free</p> <p>External timed security light</p> <p>Waste bins</p> <p>First Aid Kit &amp; Accident/Incident Book</p>	5	<ul style="list-style-type: none"> <li>- Cleaning equipment including mop, cleaning fluid.</li> <li>- Internal cupboards and work surfaces including tables and chairs are not to be climbed upon.</li> </ul> <p style="text-align: center;">To be checked/tested weekly</p> <ul style="list-style-type: none"> <li>- Every Group using the hall must have a minimum of one person trained in First Aid</li> </ul>	<p>Hall users</p> <p>Hall users</p> <p>Any member of the Committee</p> <p>Hall users to supply copy of current First Aid Certificate and complete Accident/Incident Book as necessary</p>

Gas	Carbon monoxide alarm installed	4	<ul style="list-style-type: none"> <li>- Caretaker to test alarm on a monthly basis and maintain register</li> <li>- Hall users to instruct on</li> <li>- Emergency procedure as per event of a fire</li> </ul>	<p>Hall users</p> <p style="color: red;">There is currently no caretaker – Carbon Monoxide Alarm testing to be carried out by Chairman</p>
Hazardous Substances	Child proof locks on all kitchen cupboards	4	Instructions given that children are not allowed in the kitchen area	All Hall users including Donna (Jellybeans) Martin Jukes (Youth Club)
Electrical Equipment/burns	Instruction given that electrical equipment to be positioned out of reach of children and switched off when not in use	3	All electrical equipment to be PAT Tested and a Register maintained	<p>Management Committee</p> <p>Hall users (for own equipment)</p>
Covid-19	Jellybeans Group only permitted to use the premises during the Covid-19 epidemic		Jellybeans personnel will be responsible for deep cleaning the premises on a daily basis.	Donna Cook (Jellybeans) to provide a copy of their Covid-19 Risk Assessment (Emailed a request for this 10/06/2020)
All Groups hiring the Village Hall MUST supply a copy of their Risk Assessment				
All Hirers of the Village Hall are to sign the Risk Assessment Register confirming they have read, understood and will abide by this Risk Assessment and the Event of a Fire Instructions.				
Date: 10/06/2020		Signed:		Print:
Review date: 10/06/2021				