

WOULDHAM PARISH COUNCIL RISK ASSESSMENT FORM

RISK ASSESSMENT FOR USERS OF THE VILLAGE HALL – Rev 5

<u>PORENTIAL 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"> - Fire escape route - Fire Extinguishers - Fire Alarms 	5	<ul style="list-style-type: none"> - Signs displayed & instructions given showing fire escape route - Location of fire extinguishers to be given - Fire door/s installed - Extinguisher servicing register maintained - Caretaker to carry our monthly test - Instructions given in the event of a fire and Muster Point established 	<p>Village Hall Management Committee members</p> <ul style="list-style-type: none"> - Donna Cook (Jellybeans) - Martin Duke (Youth Club) - Clerk (Council meetings) - Charlene Malone (Zumba) <p>Village Hall Management Committee members</p>
Slips, trips and falls	Instructions given:	5	<ul style="list-style-type: none"> - Cleaning equipment 	Hall users hiring the

	<p>Spills to be cleaned up immediately Hall floor to be trip hazard free</p> <ul style="list-style-type: none"> - External timed security light - Waste bins - First Aid 		<p>including mop, cleaning fluid.</p> <ul style="list-style-type: none"> - Internal cupboards and work surfaces including tables and chairs are not to be climbed upon. - Accident / Incident Book - Every Group using the hall must have a minimum of one person trained in First Aid 	<p>premises</p> <p>V Hall Committee</p> <p>V Hall Committee</p> <p>Hall Users</p>
Gas	Carbon monoxide alarm installed	4	<ul style="list-style-type: none"> - Caretaker to test alarm on a monthly basis and maintain register - Hall users to instruct on - Emergency procedure as per event of a fire 	Hall users hiring the premises
Hazardous Substances	Child proof locks on all kitchen cupboards	4	Instructions given that children are not allowed in the kitchen area	Hall users Donna (Jellybeans) Martin Jukes (Youth Club)
Electrical	Instruction given that	3	Not applicable	Hall users hiring the

Equipment/burns	electrical equipment to be positioned out of reach of children and switched off when not in use			premises
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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: 04/03/2020	Signed:	Print:
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Review date: 04/03/2021
