

WOULDHAM VILLAGE HALL RISK ASSESSMENT FORM

RISK ASSESSMENT TO BE COMPLETED BY HALL HIRERS

(See Attached Notes & Hall Risk Assessment) Parish Council meeting 4/8/20

<u>PORENTIAL HAZARD</u>	<u>EXISTING CONTROL MEASURES</u>	<u>RISK RATING</u>	<u>PREVENTATIVE MEASURES</u>	<u>RESPONSIBILITIES</u>
Covid 19	Hand sanitizer	4	Someone at door to apply	Clerk
	Masks	4	Will recommend wearing and supply on door	Clerk
	Distancing	4	Chairs to be spaced 2M apart, maximum 30 people in hall	Chair and clerk
	Contact tracing	2	Form to be completed with contact details	Clerk
Fire	"housekeeping" Announcement	2	Location of extinguishers And exits	Chair
All other	See Hall RA	3/4	Displayed	Clerk
Date: 30/7/2020		Signed:		Print: Nicky Grimes

Notes to Assist with Completion of your Risk Assessment

Please read Wouldham Parish Council Health & Safety Policy and Risk Assessment for Users of the Village Hall. These two documents explain the duties and responsibilities of both the Parish Council and the Village Hall Management to you.

The last paragraph in the Health & Safety Policy explains what a Risk Assessment involves and should help you to carry out your own Risk Assessment for the activities/reason you have asked to hire this hall.

For example: -

POTENTIAL HAZARD – FIRE familiarise yourself where these measures are located and include Preventative Measure of what you would do in the event of a fire (make a list of who will be present so in the event of a fire you can ensure everyone is out of the building). The Muster Point in the Village Car Park located by the Recreation Ground in Knowle Road. Only once you have ensured all your guests are at the Muster Point before you dial 999.

POTENTIAL HAZARD – SLIPS, TRIPS AND FALLS see the instructions given – these should cover your activities, so you could copy these.. You may need to add something else depending on the activity/reason you are hiring the hall. If you need to then include something in the Preventative Measures to address these.

POTENTIAL HAZARD – GAS again here ask for the location of the alarm, see the record of when it was last tested. The evacuation process here is the same as for fire.

POTENTIAL HAZARDS – HAZARDOUS SUBSTANCES/ ELECTRICAL EQUIPMENT/BURNS you could copy these. Just ensure children are not permitted into the kitchen area and that any equipment you may bring into the hall has been PAT tested and up to date.

FINALLY

On your Risk Assessment, don't forget to include in the last column the identity of who is responsible for what and give to the Secretary your completed Risk Assessment together with your Hire Contract.

