

# Liverton Village Hall Risk Assessment

| HAZARD                                  | RISK (who may be harmed and how?)                     | What is being done already   | What further action is necessary  | Action by Whom | Action by When          | REPORT  |
|---|---|--|---|----------------|-------------------------|---------|
|   | FIRE  | Fire extinguishers and blankets provided; fire exits marked – with emergency lights – fire procedure signs provided. Fire Assembly Point signed, non-smoking sign, instructions to users to keep Exits clear, monthly check set up | Cover/remove fire extinguisher sign in entrance lobby; review Fire Safety Check annually; monthly check of Fire Equipment, Doors and Alarms | C'tee          | Yearly (March)/ Monthly | Ongoing |
|   | Cuts, grazes, scratches etc from accidents            | First Aid kits provided and up-to-date   | Check complete/up-to-date annually  | C'tee          | April Annually          | Ongoing |
|   | Cardiopulmonary Arrest                                | Duty of Care of Activity Leaders   | Not required to display advice – though put up signs notifying location of defib unit   |                |                         |         |
| Mains Electricity Sockets               | ALL: Electrocuted by poking objects, fingers, etc, in | Duty of care of parents/guardians/Activity Leaders   | None – explored option of socket covers, but these come with associated risks   |                |                         |         |
| Mains Electricity Wiring                | ALL: Fire   | See Fire Risk  | Visual inspections monthly and Committee to determine frequency of electrician inspection   | C'tee          | Monthly                 | Ongoing |
| Electric appliances and extension leads | ALL: Electrocution                                    | New circuit breakers fitted and wiring inspected by qualified electricians on a yearly basis   | PAT testing for appliances and those used by other Hall users   | C'tee          | April Annually          | Ongoing |
| Heaters                                 | Fire caused by objects left on top; burns to children | Heater guards fitted   | Check when in Hall (at least quarterly during Committee Meetings)   | C'tee          | Qrtly                   | Ongoing |
| Infra-Red Heaters                       | May cause fuses to blow                               | Checked after bookings   | To monitor and feedback every quarter at a Committee Meeting  | C'tee          | Qrtly                   | Ongoing |

|   |   |   |  |        |                |         |
|---|---|---|--|--------|----------------|---------|
| Kitchen detergent for dishwasher and sink | Children may access and drink   | Duty of care of parents/guardians/Activity Leaders; Box installed under sink; signs installed; 'No Young Children in Kitchen' | Excess detergent to be stored in Cleaning Cupboard in Ladies Toilets which is locked and only the Cleaner and C'tee can access |        |                |         |
| Hazardous Chemicals                       | Children may access and drink   | Cleaning materials kept in Cleaning Cupboard in Ladies Toilets which is locked and only the Cleaner and C'tee can access      | COSHH Assessment<br>Stored in a locked cupboard  | C'tee  | April Annually | Ongoing |
| Ovens                                     | Children may get burnt  | Duty of care of parents/guardians/Activity Leaders; Box installed under sink; signs installed; 'No Young Children in Kitchen' |  |        |                |         |
| Cord loop end to tie back main door       | When not in use there is a risk running children may trip and be hung from the loop | Duty of care of parents/guardians/Activity Leaders; cord removed again  |  |        |                |         |
| Stacked chairs and Tables                 | Injury (especially to children) from toppling                                       | Duty of care of parents/guardians/Activity Leaders  | Signs placed asking to stack safely  |        |                |         |
| Exterior ground surfaces                  | Slip and Trip risks   | Duty of care of parents/guardians/Activity Leaders; checked all surfaces ok   | Check Annually   | C'tree | April Annually | Ongoing |
| Exterior BBQ Pizza Oven                   | Risk of burns/fire spreading  | Duty of care of parents/guardians/Activity Leaders  | BBQ/Pizza Risk Assessment<br>Insurance Liability<br>Clear Operating Instructions   | C'tee  | April Annually | Ongoing |
| Hire/Activity specific                    | Unforeseen  | Duty of care of parents/guardians/Activity Leaders  | Hire Conditions require Hirers to conduct a Risk Assessment  |        |                |         |