

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
Air Conditioning	Health Risks from poor Maintenance Overuse/Dryness	Cleaning of the filters when the machines alert us to the build-up	Yearly maintenance overhaul and calling in for maintenance when needed - ongoing	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 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 Insurance Liability 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			