

Warleggan & Mount Jubilee Hall risk assessment document

Location, activity or issue being assessed: Village Hall Date: Reviewed 30March 2024 Location – PL30 4ES Mount

Hazard (Something with the potential to cause harm)	What could go wrong?	What precautions have been taken?	What further action is necessary?	Action By whom?	Action by when?	Recorded done
Vehicle Movement Car Park	Pedestrian could suffer injury	<ul style="list-style-type: none"> • Wide open area for parking • Minimal number of car spaces • Ensure users light outside at night 	None	n/a	n/a	n/a
Slips trips & falls – outside – uneven surfaces, slope up to entrance, garden area etc	Users of hall could slip, trip and suffer injury	<ul style="list-style-type: none"> • Surfaces into hall even & well maintained • Guide rail on slope • Weeds cleared on regular basis 	Ensure weeding done on regular basis	Hall committee	Mid June	
Slips trips & falls – inside – uneven or wet floor, trailing cables etc	Users of hall could slip, trip and suffer injury	<ul style="list-style-type: none"> • Mat at entrance to stop rain water being carried in • Users know (through hire agreement) to clear spillages immediately • Users know (through hire agreement) no trailing cables/electrical leads without appropriate covers 	None	n/a	n/a	n/a
Store Rooms and stored Equipment	Users could be injured, falling items, trips	<ul style="list-style-type: none"> • Tables and chairs stacked correctly • All storage in designated areas • Equipment maintained appropriately 	Monitor storage items weekly	Hall committee	Monthly review	
Hazardous substances – cleaning chemicals, cooking oils etc	Skin problems, eye damage, vapours and slips	<ul style="list-style-type: none"> • Ensure only appropriate adults use hazardous substances • Keep store rooms closed • Hall hirers told (through hire agreement) they must not use cleaning chemicals other than washing up liquid supplied • Cleaning undertaken by appropriate adults 	None	n/a	n/a	

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Electricity	Electric shock, burns from faulty equipment or installation	<ul style="list-style-type: none"> • Fixed installation only by qualified electrician and inspected regularly • All repairs by qualified electrician • Portable equipment checked for sign of damage before use • Hall users know they are responsible for equipment used on site and any they bring onto site • Hire terms require users to report immediately if any equipment is considered unsafe 	Annual Pat Test	Hall Committee	Every year on or around anniversary of test	
Fire (from combustible materials, electrical equipment, overloaded sockets or faulty appliances)	Users/Contractors in the hall trapped. Damage to buildings.	<ul style="list-style-type: none"> • Fire risk assessment • Fire instructions in place • No smoking policy • Electrical checks on all portable equipment • Security lighting in place • Exit signs in place • Good standards of housekeeping ensuring no build up of flammable materials 	Up to date fire assessment	Hall Committee	Review AGM	
Radiators (only fixed radiators in use in hall)	Leaks, overheating	<ul style="list-style-type: none"> • Regular checks to ensure no leak • Thermostat controlled externally to ensure minimum required heat is provided 	Regular check	Hall Committee	Every meeting	
Noise	Users of the hall, neighbours	<ul style="list-style-type: none"> • Any music should cease by 11pm • New Years Eve an exception • This must be mentioned in the hire agreement 	None	n/a	n/a	

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Kitchen Area – authorised people, no children etc	Slips or injury	<ul style="list-style-type: none"> No children in the kitchen unless supervised No unauthorised people in kitchen 	None	n/a	n/a	
Kitchen Equipment – correct use of equipment	Incorrect use of dishwasher Fridge left dirty	<ul style="list-style-type: none"> Private Hirer agrees use of equipment at their own risk Only authorised users to use equipment. Details to work dishwasher provided All users requested to wipe fridge down after use 04042 	None	n/a	n/a	
Working at height – changing light bulbs, window cleaning, putting up decorations etc	Falls, injury, slips	<ul style="list-style-type: none"> Commercial firms should follow their own HSE procedures Private hirers are responsible for their own safety, but should not be working at height Hall committee members and cleaners know how to use equipment required for working at height 	None	n/a	n/a	
Toilets	Taps or equipment broken, left running, blocked	<ul style="list-style-type: none"> Ensure taps turned of when leaving the building Report any broken or blocked equipment immediately 	None	n/a	n/a	

