**Risk Assessment for Chidham Village Hall**

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| **Activity** | **Identified Risk** | **Persons at Risk** | **Likelihood of Hazard** | **Severity of Risk** | **Overall Risk** | **Control Measure** | **New Level of Risk** |
| Activities carried out on ground floor | 1. Slippery surface when wet. | Hirers  Committee  Visitors | 2 | 3 | 6 | 1a. Ensure floor is dry before use.  1b. Mop up spills immediately. | 1 x 3 = 3 |
| Entering the building via rear patio doors | 1. Slips and Trips on gravel path and steps via car park. | Hirers  Committee  Visitors | 2 | 3 | 6 | 1a. Recommend access via main door.  1b. Visual check of steps before meeting. | 1 x 3 = 3 |
| Paths outside building during hours of darkness | 1. Slips and Trips | Hirers  Committee  Visitors | 2 | 3 | 6 | 1. Automatic proximity detection lighting to car park, patio, main entrance path, external staircase and lobby. | 2 x 2 = 4 |
| Balcony, External Staircase and Main Access Ramp | 1. Slippery when covered with wet leaves. | Hirers  Committee  Visitors | 3 | 3 | 9 | 1. Leaves to be cleared promptly as seasonally required. | 1 x 3 = 3 |
| Use of Kitchen | 1. Hot Surfaces  2. Food Hygiene  3. Electric Shock from portable appliances | Hirers  Committee | 1  1  1 | 3  3  5 | 3  3  5 | 1. Restrict numbers in kitchen.  2. Food certificates up to date.  3. All portable electrical appliances to be PAT tested annually. | 1 x 2 = 2  1 x 3 = 3  1 x 5 = 5 |
| Use of Platform Lift | 1. Improper use by children.  2. Being Trapped in lift. | Hirers  Committee | 4  2 | 2  2 | 8  4 | 1. All children to be accompanied by and adult when using the lift.  2. Avoid using lift when alone. (Safety Notice inside lift) | 1 x 2 = 2  2 x 2 = 4 |
| Access to first floor via internal staircase | 1. Design of stairs permits handrail on one side only | Hirers  Committee  Visitors | 2 | 3 | 6 | 1. Warning notice displayed advising use of handrail. | 1 x 3 = 3 |
| Speakers & Presentations | 1. Tripping – use of extension leads. | Hirers  Committee | 3 | 2 | 6 | 1a. Health and Safety instructions regarding bags etc.  1b. Tape leads to floor before presentation. | 1 x 2 = 2 |
| Moving Chairs and Tables &  Stacking Chairs | 1. Lifting Tables  2. Lifting Chairs  3. Tipping of chairs when stacked | Hirers  Committee | 2  1  3 | 2  2  2 | 4  2  6 | 1. Two people to lift and move tables.  2. Limit lifting to a maximum of two chairs at a time.  3. Chairs to be stacked no more than 4 high | 1 x 2 = 2  1 x 2 = 2  1 x 2 = 2 |
| Folding Screen | 1. Danger of trapping fingers | Committee  (Film Society Organisers)  Hirers | 2 | 2 | 4 | 1. Screen to be moved by two people. | 2 x 2 = 4 |
| Fire | 1. Users unaware of location of fire extinguishers and fire exits. | Hirers  Committee  Visitors | 2 | 5 | 10 | 1a. Health and Safety notice to be read by ALL users.  1b. Location of extinguishers and fire exits explained to ALL new users.  1c. Hall meets Fire Regulations  1d. All fire extinguishers, smoke alarms, emergency lighting and fire exits to be checked and recorded at monthly intervals.  1e. All fire extinguishers to be serviced annually. | 2 x 1 = 2 |

Level of Risk Reference Sheet

**Score A: *How likely is it that this hazard will happen?***

1 = Improbable, very unlikely.

2 = Unlikely, but possible.

3 = Occasional.

4 = Occur several times, frequent.

5 = Likely to happen often; to be expected; common.

**Score B: *How severe will the harm be if it happens?***

1 = Loss or damage to property.

2 = Could result in minor injury.

3 = Major injury to one person or permanent disability.

4 = Major injury to more than one person.

5 = Fatal.

**Level of Risk**

0-5 = Acceptable Risk

6-9 = Medium level, measures to be taken to reduce risk.

10-25 = High risk level, action to be taken immediately to reduce risk.