

Risk Assessment for Chidham Village Hall

Date Generated: 7th December 2019

Date last reviewed 30th June 2024

Carried out by : S. Tanner

Review Date: June 2025



Chidham
Village Hall

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	Hirers Committee	1	3	3	1. Restrict numbers in kitchen.	1 x 2 = 2
	2. Food Hygiene		1	3	3	2. Food certificates up to date.	1 x 3 = 3
	3. Electric Shock from portable appliances		1	5	5	3. All portable electrical appliances to be PAT tested annually.	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. |