

Risk assessment

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Slips and trips	People may be injured if they trip over objects or slip on spillages	<ul style="list-style-type: none"> We carry out general good housekeeping. All areas are well lit including corridors. There are no trailing leads or cables. Premises are cleaned regularly. Ramp installed and fitted with handrail for disabled access to the main hall. All Hirers & Users are made aware of light switches and sensors in the entrance Hall, so that they immediately have light upon entering. There is a non-slip mat in the entrance hall to absorb any water. 	Remind kitchen users of need for good housekeeping practice especially in kitchen/serving areas, eg on spills and cleaning these up. All Hirers have access to cleaning materials.	Committee members	Ongoing	Continue after meeting adopting these policies
Vehicle movement	Pedestrians could suffer serious injury if struck by cars entering/leaving car park or moving in it.	<ul style="list-style-type: none"> Entrance/exit to car park clearly obvious. Car Park lit by sensor & door light 	<ul style="list-style-type: none"> Advise users of hall, through hire agreement, to appreciate the car park is used entirely at own risk. De-icing facilities available, when required Inspect car park regularly for potholes etc. 	Committee Members	Ongoing	
Hazardous substances Eg cleaning products	Any users risk skin problems, eg dermatitis and eye damage, from direct contact with cleaning chemicals. Vapour may cause breathing problems.	<ul style="list-style-type: none"> Cleaning products marked 'irritant' replaced with milder alternatives. People are reminded to use products safely, eg follow instructions on the label, dilute properly and never transfer to an unmarked container. Cleaning products stored securely out of reach of children & only essential cleaning products are kept in the kitchen cupboards. 	<ul style="list-style-type: none"> All are reminded to check for dry, red or itchy skin on hands and, if finding any, to go to doctors for advice and report to the Management Committee. 	Committee Members	Ongoing	

Electricity	Users risk electric shocks or burns from faulty equipment or installation	<ul style="list-style-type: none"> Fixed installation correctly installed by qualified electrician, and inspected regularly. All repairs by qualified electrician. Portable equipment checked for visual signs of damage before use. 5 yearly review of electrical equipment. Hall users know they are responsible for any equipment used on site. 	<ul style="list-style-type: none"> Make sure hall users know where the fuse box is and how to switch supply off in an emergency. Remind users that portable equipment considered unsafe should be marked and taken out of use. 	Committee Members	Renew Electrical wiring Certificate March 2022	
Stored equipment	Users could be injured by collapsing stacks.	<ul style="list-style-type: none"> Users know that they must stack tables and chairs carefully so that they do not collapse 	In hiring agreement	Committee Members	Ongoing	
Manual handling	Users may suffer back pain if they try to lift objects that are too heavy or awkward.	<ul style="list-style-type: none"> Trolleys available to move heavy equipment and users know where they are kept. 	Consult Booking Secretary before starting any work. No one should attempt to lift or move anything beyond their capability & should ask for help.	Booking Secretary	Ongoing	
Fire	If trapped, Users could suffer fatal injuries from smoke inhalation / burns	<ul style="list-style-type: none"> Fire risk assessment done and necessary action taken. Annual contract for servicing and inspection of fire extinguisher. Ensure volunteers and users are aware of fire procedures. No smoking is allowed on the premises. 	<ul style="list-style-type: none"> Ensure the actions identified as necessary by the fire risk assessment are maintained. Ensure all Users know where the fire exits and appliances are. 	Committee Members	Ongoing	
Burns	Scalding & Burns	<ul style="list-style-type: none"> Children only allowed in the kitchen under direct supervision of an adult. Users are reminded that water heaters dispense very hot & boiling water. Oven, cooker or George Forman grill should not be left unattended, when in use. 	<ul style="list-style-type: none"> Ensure the actions identified are maintained. 	Committee Members	Ongoing	

Food handling	Frequent hand washing can cause skin damage. Some foods can cause some Personnel to develop skin allergies. Possible risk to consumers from improperly handled foodstuffs.	<ul style="list-style-type: none"> Where possible and sensible, use tools (cutlery, tongs scoops etc.) to handle food rather than hands. Food grade, single-use, non-latex gloves should be used for tasks that can cause skin problems, eg salad washing, vegetable peeling and fish filleting. Where handling cannot be avoided hands are rinsed promptly after finishing the task. Chairman has 'Food Handling' Training & Certificate. Colour coded chopping boards available for food segregation. 	<ul style="list-style-type: none"> Users reminded to thoroughly dry hands after washing and use of anti-bacterial soap & sprays within the kitchen. 	Committee Members	Ongoing	
Work at height: Eg changing light bulbs, cleaning windows, putting up decorations etc..	Anyone working at any height could suffer injuries, possibly very serious ones, should they fall.	<ul style="list-style-type: none"> Appropriate, commercial stepladder securely stored and available for use. Committee members know how to use the stepladder safely. 		Committee Members	Ongoing	
			<ul style="list-style-type: none"> Put in place system for checking condition of stepladder. 	Committee Members	At annual cleaning	
Violence	People may suffer stress and/or physical injuries from aggressive customers.	<ul style="list-style-type: none"> Management Committee members do not sell alcohol to intoxicated customers. Management Committee members can contact 'Police Community Support Officer' - Costas Karpi - if there are any issues to be dealt with (see back page of Mease Valley News for contact numbers). A note made as soon as possible after incident Regular glass collection for very busy events as appropriate. Cashing up done after hours/out of customers' sight. 	<ul style="list-style-type: none"> Ensure all incidents are recorded and investigated - see CCVH Health & Safety Policy and Procedure document. 	Ongoing vigilance by all	Ongoing	