

Risk Assessments

20 January 2008

The Risk assessments conducted by Victory Hall Management Committee specifically relate to the premises and provision of the rentable environment. They do not cover specific activities conducted by hirers, which under the conditions of hire remain the responsibility of the hirers before use.

#	Area	Description	Risk	Risk rating level H/M/L	Persons at risk from hazard A,H,C,V,W	Measures to reduce risk
1	Kitchen	Hot Surfaces	Burns and scalds	Low	H,C,V	Signage to restrict access to Kitchen. Warning signage over hot surfaces Consider Stable door.
2	Kitchen	First Aid Supplies	Access and availability	Low	A	First Aid box and supplies in poor condition – replace. Check and refresh First Aid stocks as part of regular monthly schedule Keep First Aid box locked, keys to be with all Hall key sets.
3	Kitchen and Backroom	Cleaning agents and other chemicals	Unsecured and readily accessible to any visitors	Med	C	Store all hazardous substances in cupboard in Kitchen backroom. Keep this cupboard locked and restrict access to designated key holders, e.g. cleaners. Add signage to indicate hazardous substances. Extend kitchen signage on restricted access to backroom. Only organisers and workmen should need to access this area.
4	Kitchen Backroom	Used as store room but overfilled	Access to stored items require clambering on and/or reaching over items. High shelves out of reach and inaccessible to steps. Badly broken cupboard at risk of collapse.	Med	H,W	Tidy area. Remove/replace broken cupboard. Keep access clear.
5	Main Hall	Stage lighting	Lighting levels	Low	A	Use stage lights when using the stage area
6	Main store	Store content and access	Restricted access, especially to some heavier items stored higher on walls and shelves. High amount of textile material piled on shelves provides ready fuel in the event of a fire	Low	A	Tidy store. Keep access clear. Remove unwanted items, store combustible items in containers.

#	Area	Description	Risk	Risk rating level H/M/L	Persons at risk from hazard A,H,C,V,W	Measures to reduce risk
7	Main store	Ladders	Condition and use	Low	H,W	Remove damaged/unsafe stepladders. Add guidelines on use of ladders to H&S policy.
8	Toilets	Locks	Toilet can be bolted from inside cubicle restricting access in the event of an emergency or a distressed child locking themselves in.	Low	C,V	Change the cubicle door lock to type that can be locked from within but overridden from outside in the event of an emergency.
9	Fire Exits	Doors	Main hall fire exit door do not indicate they are unsuitable for disabled exit.	Low	V	Add signage
10	Fire Exits	Escape routes	Escape routes can become overgrown.	Low	A	Add escape route checks and clearance to monthly schedule.
11	Fire Exits	Escape route from front gate	Fire door to The Street opens across the side escape route, restricting access, especially if bushes not cut back regularly.	Low	A	Re-hang fire exit door with hinges on opposite side. Ensure gate opens outwards
12	Checks & Logs	Lack of evidence of maintenance	The absence of check logs creates the opportunity for important checks to be skipped and go unnoticed	Low	A	Establish regular maintenance schedule and check log. Keep Logs within the Hall.
13	Maint. Certificates	Lack of evidence of maintenance	Legal obligations and to ensure completed and conducted to schedule.	Low	A	Display necessary certificates in Hall. E.g. PA test dates, Fixed Wire, Insurance etc.
14	Electrical	Electrical installation	Damaged fittings and missing bulbs	Med	A	Replace broken fitting in kitchen and fit bulb. Check fixed wire installation according to schedule and display certificates/ results.

Persons at risk key:

A – All

H – Hirers / Organisers

C – Children and Vulnerable Adults

V – Visitors / Users

W – Workmen / Contractors