

Mountfield Village Hall Risk assessment dated 25/8/20			
Hazard	Possible outcomes	Issue for	Control Measure(s)
Slips and trips	Potential for injury through tripping, falling over	All Hall Users	<ul style="list-style-type: none"> • General good housekeeping • All areas well lit, including stairs, and extra lighting used as appropriate • When using electrical equipment there should be no trailing leads or cables • All work areas kept clear, e.g. no boxes left in walkways, deliveries stored immediately • Always use staircase handrails to maintain 3 points of contact. Sign to advise this • Placement of furniture always monitored to ensure no obstructions
Electricity	Injury or death, property damage	All Hall Users	<ul style="list-style-type: none"> • All electrical equipment PAT as appropriate • Circuit breakers in consumer unit reduce risk of serious harm • Users informed of the need to ensure any portable electrical equipment brought in to hall is PAT and safe • Full electrical installation testing every 5 years
Cleaning fluids	Fluids mistaken for non-noxious fluid leading to injury or death, property damage	All Hall Users	<ul style="list-style-type: none"> • Ensure storage cupboard where liquids stored is kept locked • Bottles checked for security when put away to prevent leakages
Toilets	Spread of contagious bacteria or virus leading to sickness	All Hall Users	<ul style="list-style-type: none"> • Toilets to be cleaned once a week with a more thorough cleaning when necessary • Tea-Towels to be washed regularly

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Falling Objects	Tables / benches falling on users leading to injury or death	All Hall Users	<ul style="list-style-type: none"> • Tables are lightweight, signage shows location of tables when stacked and out of use • Chair trolley to facilitate easy safe movement of chairs. • Chairs stacked no more than 5 high
Fire	Injury or death	All Hall Users	<ul style="list-style-type: none"> • Fire Exits marked • Electrical equipment visually checked on use and PAT periodically as appropriate • Fire extinguishers visually checked and tested annually • Smoke alarms installed and checked monthly • Fire blanket in kitchen
Cooking	Burns and scalds in kitchen / other areas, sickness	All Hall Users	<ul style="list-style-type: none"> • No unsupervised children in the kitchen area • Cleaning / sanitising materials provided. • T-Towels washed regularly • Spillages to be cleaned up immediately • Cooker to be used in line with manufacturers instructions • First aid kit provided
Access to Hall, or in Car Park	Injury or death due to dangerous driving/potholes	All Hall Users	<ul style="list-style-type: none"> • Users briefed on risk • Motion sensor light for the hours of darkness • Hirers to consider the use of car park marshals for large events

Hall considered LOW risk provided these measures are in place