

RISK ASSESSMENT FORM

RA REF NO:	RA03	TITLE OF TASK ASSESSED:	Use of Town Hall by Staff, Volunteers, Contractors and Public		
				DATE:	

WHO IS AT RISK		SPECIFIC INFORMATION	LOCATION(S)	
Staff	<input checked="" type="checkbox"/>	This risk assessment is intended to identify potential risks associated with people using the town hall facilities for activities, fund raising, meetings and events.	New Galloway Town Hall	<input checked="" type="checkbox"/>
Volunteers	<input checked="" type="checkbox"/>			
Contractors	<input checked="" type="checkbox"/>			
Members of Public	<input checked="" type="checkbox"/>			

HAZARDS	I.e. what has the potential to do harm in terms of Location, Equipment, Activity, Person and Substance.	Risk Rating
GENERAL CONTROL MEASURES	What have you in place to avoid, reduce and manage risks) (Consider the RA control hierarchy – Eliminate, Reduce, Isolate, Control and then PPE . Always consider need for Provision of Information, Training, and Instruction & Supervision. You can also refer out to any existing Safe Working Procedures.	Likelihood L Consequence C

HAZARDS	GENERAL CONTROL MEASURES	Risk Rating*			Is Action req'd? AP No.
		L 1-5	C 1-5	Overa ll 1-25	
MANUAL HANDLING Moving tables, chairs and equipment that may cause strains, bruising or injuries.	<ul style="list-style-type: none"> High shelving should be used for lighter items only. Large and heavy items should be stored at floor level, but not where they will impede movement. A trolley is available for moving equipment and crockery. Items that look or appear too heavy should not be lifted until assessed. Do not attempt to lift any load that is beyond your capabilities. Ask for assistance should you require it. The lift should be used when moving tables and chairs between floors. Staff/management should be made aware of any existing medical conditions. 	2	2	4	

HAZARDS	GENERAL CONTROL MEASURES <small>OFFICIAL</small>	Risk Rating*			Is Action req'd? AP No.
		L 1-5	C 1-5	Overall 1-25	
SLIPS, TRIPS AND FALLS Injuries due to items or equipment not being stored properly or wet floors/spillages not being cleared.	<ul style="list-style-type: none"> A good standard of housekeeping should be maintained at all times. Flooring should be non-slip. Any damage to floor/coverings should be reported immediately. All spills, wet and dry, should be cleared immediately. Wet floor signs should be used to highlight cleaning, spillages etc. All areas should be well lit. No bags, personal items or unnecessary equipment should be left on the floor. Cables should not be left lying on the floor or hanging loose. Overcrowding in areas such as the kitchen and stairs should be avoided. 	2	2	4	
VIOLENCE AND THREATENING BEHAVIOUR Staff and volunteers may suffer abuse, threats or assault from members of the public.	<ul style="list-style-type: none"> Staff and volunteers should not put themselves in a position where they may be injured by resisting any attempt at robbery, theft or confrontation etc. Staff and volunteers should provide a polite and courteous service to the public. Any member of the public using violence, threats of violence or abuse should be told that such behaviour will not be tolerated and may result in them being asked to leave the premises or their behaviour being reported to the police. Any violence, threats of violence or incidents of abuse should also be reported to hall management. 	1	2	2	
FIRE SAFETY Injuries due to smoke inhalation or burns.	<ul style="list-style-type: none"> In the event of a fire the lift should not be used. If the fire is small and is not spreading, use an extinguisher if you have received training, otherwise call 999 and evacuate the building. Smoking is not permitted anywhere in the building. Employees, volunteers and members of the public must ensure the hall is safe from fire and not do anything to place themselves or others at risk. Refuse should not be allowed to build up in the hall or in the immediate vicinity. Groups using the hall for activities and events must ensure a competent person makes themselves familiar with the hall's fire safety plan. Any combustible materials should be stored away from heat sources. 	2	5	10	
USING THE LIFT Becoming trapped in the lift.	<ul style="list-style-type: none"> In the event of a fire do not use the lift. If you are alone in the hall and do not have access to a mobile phone do not use the lift. 	1	2	2	

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	<ul style="list-style-type: none"> If the lift breaks down or there is a power cut and you find yourself trapped, there are contact details given in the lift for you to phone. If you do not have a mobile phone and there are other people in the building, summon them to come and assist you. 				
ELECTRICAL Injuries through faulty wiring or appliances.	<ul style="list-style-type: none"> All portable, electric items should be PAT tested as often as recommended. Hard wiring inspections should be done every 5 years. A visual check of items should be done prior to use. Anything seen to be faulty should be withdrawn from use, labelled as such and reported to management. Plugs should not be overloaded and any faults reported immediately. Access to the fuse box to be kept clear. Cables must not be left lying on the floor or hanging loose. 	2	5	10	
CONTACT WITH STEAM, HOT WATER AND HOT SURFACES Coming into contact with heat, causing scalds or burns.	<ul style="list-style-type: none"> Hot water outlets to be clearly marked. Hot surfaces to be clearly marked. Oven gloves are to be used when handling any hot items. Caution should be shown when handling pots, urns, kettles etc. Any potential hazards should be highlighted. All equipment should be in good condition. Faulty equipment should be withdrawn and labelled as such. 	2	2	4	
KNIVES AND SHARPS Injuries due to sharp items being placed in sink or carried around.	<ul style="list-style-type: none"> Knives and glasses should not be placed in the sink or washing up bowl. People should not walk around the kitchen carrying knives. Follow the Knife Safety policy. First Aid box is situated in the kitchen. Blue plasters should be worn if there is a minor injury. Inform management of any injury and complete Accident Log. Knives must be stored safely. 	2	2	4	
CONTACT WITH BLEACH AND CLEANING CHEMICALS Risk of skin irritation, eye damage or	<ul style="list-style-type: none"> Mops, buckets and rubber gloves are provided for cleaning. Staff will be shown how to use cleaning products safely. Instructions on labels for the safe use of cleaning materials should be followed. If products are inhaled or come into contact with skin/eyes, instructions for cleaning/rinsing should be followed as per product safety data sheet. Do not transfer cleaning materials into unmarked containers. Do not mix cleaning products. 	1	2	2	

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breathing problems caused by contact with cleaning chemicals	<ul style="list-style-type: none"> • Non-hazardous cleaning products should be used whenever possible. • If a safe alternative cannot be found, products should be stored in a locked cupboard. 				
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Assessor Name	B Barker	Job Title	Chair	Signature		Date	22 3 24
Assessor Name		Job Title		Signature		Date	
Review date	March 2025	Reviewer	B Barker				

Risk assessment Action Sheet

Title of Activity being Assessed				Risk Assessment Ref. Number		
Action Ref. Number	Action Required	Risk Rating before Action	Risk Rating after Action	Target Date	Person Responsible for Action	Date Completed

Assessor Name		Job Title		Signature		Date	
Approval Managers Name		Job Title		Signature		Date	