

Risk Assessment

Company name: Arlingham Village Hall

Assessment carried out by: Laura Pullin

Date of next review: April 2023

Date assessment was carried out: April 2022

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Path, steps and ramp at entrance	Any hall user - trips and slips	Handrails and lighting installed In icy conditions, path is gritted or salted.	None	None	None	None
Trip Hazards	All hall users – cuts / abrasions, broken limbs, muscular skeletal and other physical injuries	Nothing is ordinarily left on the floor. The only things on the floor would be placed there by the Hirer.	None	None	None	None
Wet floor surface	Any hall user - cuts / abrasions, broken limbs,	Mop provided so that floor can be cleaned / wiped	Wet floor sign to be purchased	Cindy Gardiner	30/04/22	YES

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	muscular skeletal and other physical injuries	immediately.				
Kitchen area	Adults using area - scalds, cuts	Kitchen area may only be used by designated people. All appliances are PAT tested. No naked flames are permitted.	None	None	None	None
Exposure to Cleaning Chemicals	All hall users - death, serious injury, other physical injuries	All cleaning chemicals are kept out of the reach of children.	None	None	None	None
Glass sliding doors	Any hall user - bumps to hand and/or head	Stickers have been applied to doors so that it is obvious where they are.	None	None	None	None
Disabled toilet	Person with disability - needing assistance	Handrails and emergency help cord fitted.	None	None	None	None

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Fire within building	Any hall user - smoke inhalation, burns	Smoke detectors and alarms installed. Emergency lighting installed. Fire extinguishers provided and serviced annually. All switches and emergency exits illuminated.	None	None	None	None
Storage – inappropriate stacking of chairs and/or tables	All hall users - cuts / abrasions, broken limbs, muscular skeletal and other physical injuries	Stacking instructions displayed	None	None	None	None
Audio Visual Screen and Projector	All hall users – bumps to head, eye strain	Instructions provided reminding users of the need for caution when lowering and raising the screen, and how to adjust the brightness of the	None	None	None	None

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		projector to avoid eye strain				

- A first aid box is available in the hall which is regularly checked and refilled when necessary.
- An accident and injury book is kept in the First Aid box.
- A defects/breakages sheet can be found in the hall handbook.
- Fire appliances are within date and checked for functionality.
- All incidents are advised to be reported to the named committee member who will deal with the issue accordingly.

See below for event specific additions to risk assessment above

EVENT: Christmas Craft Fair **DATE: November 27, 2021**

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Stall goods falling over	All hall users - cuts	Ensure goods are stacked or displayed safely.	Cordon off area until area cleared up.	Organiser	If hazard occurs	n/a
Hot drink spillages	All hall users – scalds	Guidance and advice given when drink served.	Any spillages cleared up immediately. First aid administered if necessary.	Organiser	If hazard occurs	n/a
Leads to appliances	All hall users - trips	Any leads used to be placed out of walkways and taped down.	None	n/a	n/a	n/a

EVENT: [insert name of event]

DATE: [insert date]

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