

Cawston Parish Council Community Hall Risk Assessment May 2018

RISK ASSESSMENT	Cawston Community Hall	
Establishment: Cawston Community Hall	Assessment by: Cawston Parish Council	Date: 06/05/18
Reviews Ongoing throughout the year as appropriate	Approved by: Cawston Parish Council	Date:

Hazard / Risk	Who is at Risk?	Initial Risk Rating	Normal Control Measures <i>(Brief description and/or reference to source of information).</i>	Are Control Measures Y/N/NA		Additional Control Measures <i>[to take account of local/individual circumstances]</i>
				In Place	Adequate	
Familiarity with building and fire exits	all	L	<ul style="list-style-type: none"> All Volunteers and anyone attending events or meetings should be made aware of fire exits and be made familiar with other amenities within the building Events and meetings all fire exits to be open. All fire exits to and from the building must be kept clear at all times Maximum occupancy for the Community Hall is 20 for meeting room, 80 for FR and 120 people in-line with the Fire Audit 	Y	Y	<p>Volunteers to be made aware of all items by The Facilities Mnager.</p> <p>People attending events or meetings should be made aware of all these items by the person responsible for organising the event</p>

Cawston Parish Council Community Hall Risk Assessment May 2018

<p>Defective flooring / Slips Trips Falls</p>	<p>all</p>	<p>M</p>	<ul style="list-style-type: none"> • Inspection of flooring • Prompt maintenance of defects • No trip hazards to be left on the floor as per Fire Audit <ul style="list-style-type: none"> • Any spills to be cleaned immediately • Ensure external lighting is on once light begins to fade 	<p>Y</p>	<p>Y</p>	<p>Volunteers to report problems to The Booking & Facilities Manager immediately</p> <p>Events or activities organiser to ensure any accidents are noted in the accident book and all incidents reported to the Facilities Manager as soon as possible.</p>
<p>Falling objects / Injury</p>	<p>all</p>	<p>M</p>	<ul style="list-style-type: none"> • Secure bookshelves and furniture to wall where possible • Shelves not overloaded • Storage to be organised with heavier items at lower levels • Bulky or heavy items not to be moved unsupervised and only then using prescribed handling methods • See separate leaflet – Manual Handling – a Guide published by HSE 	<p>Y</p>	<p>Y</p>	<p>No lone working on the premises</p> <p>Volunteers to report problems to The Facilities Manager immediately</p> <p>Events or activities organiser to ensure any accidents are noted in the accident book and all incidents reported to the Facilities Manager as soon as possible.</p>
<p>Reaching high shelves / Falls, strains</p>	<p>all</p>	<p>M</p>	<ul style="list-style-type: none"> • Appropriate steps, kick stools etc. provided to reach high shelves • Store heavy items on lower levels 	<p>Y</p>	<p>Y</p>	<p>No lone working on the premises</p> <p>Volunteers to report problems to The Facilities Manager immediately</p> <p>Events or activities organiser to ensure any accidents are noted in the accident book and all incidents reported to The Facilities Manager as soon as possible.</p>

Cawston Parish Council Community Hall Risk Assessment May 2018

Trailing electrical cables / Trips, Falls	all	L	<ul style="list-style-type: none"> Avoid use of extension leads Ensure sufficient sockets Cable covers 	Y	Y	
Electrical equipment & sockets	all	L	<ul style="list-style-type: none"> Portable appliance testing Fixed Installation testing [hard wire testing] 	Y	Y	Testing carried out annually 5 yearly
General Illness or Accidents	All	M	<ul style="list-style-type: none"> A first aid box is available in the Kitchen together with an accident book which must be completed for any incidents. Telephone emergency services if required 	Y	Y	Accident Book to be completed for any incidents. The Facilities Manager should also be informed of any problems as soon as possible
Windows / Falls	all	L	<ul style="list-style-type: none"> Opening limiters fitted to windows above ground floor 	Y	Y	Narrow high-level windows are operated from ground level
Kitchen/ Cloakroom	All	M	<ul style="list-style-type: none"> Hot water taps Care should be taken when serving hot refreshments 	Y	Y	Hot water taps are labeled, temperatures tested at least annually
Fire Equipment & Training Drills	All	L	<ul style="list-style-type: none"> Fire extinguishers serviced annually Fire exits clearly marked Staff aware to call 999 in case of fire Fire Safety Training Course a prerequisite to becoming a volunteer and Drills to be carried out at least every six months Automatic doors to be in use at all times 	Y	Y	Fire Action notices in place - fire safety training and fire drills are included at Volunteer Meetings - written records to be kept plus entry into Fire Action log book People attending events or meetings should be made aware of all these items by the person responsible for organising the event
Water Contamination	All	L	<ul style="list-style-type: none"> Hot and cold water tested 2 yearly 	Y	Y	

Cawston Parish Council Community Hall Risk Assessment May 2018

Disabled access	People requiring disabled access	H	<ul style="list-style-type: none"> Clear passage from all areas must be maintained at all times 	y	y	<p>Volunteers to monitor and report problems to Facilities Manager immediately</p> <p>People attending events or meetings should be made aware of all these items by the person responsible for organising the event</p>
Monies Collected	All	H	<ul style="list-style-type: none"> All monies collected from activities within the Community Hall must be passed to the PC for banking with a description of the activity and details of income, expenditure and number of people attending. No monies to be taken from the building. 	Y	Y	<p>Anyone organizing fundraising events is responsible for ensuring this procedure is followed and for ensuring no monies are passed over to other organisations without a Parish Council resolution having been passed at a full council meeting.</p>
Inappropriate or aggressive behavior	All	M	<ul style="list-style-type: none"> Persons behaving inappropriately should be asked to leave the building if any problems are experienced call the police 	Y	Y	<p>A report should be submitted to The Facilities Manager if any incidents occur</p>
Policies to be followed	All	M	<ul style="list-style-type: none"> All Volunteers must sign that they have read and understood all policies applicable to the Community Hall. 	Y	Y	<p>Spreadsheet showing compliance to be submitted to PC every 3 months</p> <p>Events or activities organiser to ensure they are familiar with the policies to be followed in the Community Hall</p>

Cawston Parish Council Community Hall Risk Assessment May 2018

<p>Insurance cover for Fundraising and Social Events</p>			<ul style="list-style-type: none"> • No fundraising or other social events are to be held without prior approval from the Parish Council. • Each event must also have the correct insurance cover in place this is to be verified in writing with a copy of certificates etc. sent to The Clerk. • Event and Meeting organisers must sign to confirm their acceptance of the Parish Council's terms and conditions 	<p>Y</p>	<p>Y</p>	<p>The Facilities Manager to ensure all applications for events and meetings are appropriate and insurance cover is in place</p> <p>A copy of this risk assessment is to be followed by anyone organizing events or meetings they are required to acknowledge their acceptance of the PC's terms and conditions.</p>
---	--	--	---	----------	----------	--