Risk Assessments

**General Mitigation of Risk**

To mitigate risk of fire, smoking is banned through-out the Stour Row Village Hall and there are signs making this clear. Naked flames are banned within the village hall (except where needed for maintenance and repair work approved by the VHMC) and this is a clearly stated in the booking form.

It is a condition of hire of the Hall that the responsible person makes themselves aware of the location of the fire exits, fire extinguishers and fire alarms as wells the fire evacuation procedure. This information must be relayed to all the people present.

The building does not have a gas supply and no portable gas supplies can be used in the building.

All accidents will be reported in the Accident Book and the management committee will review the book regularly and identify ways of preventing recurrence of similar accidents.

The contact details for accident and emergency services, the local GPs surgery and the local accident and local minor injuries department will be displayed prominently near the first aid kit in the kitchen.

Signs will clearly indicate the location of the first aid kit in the kitchen area. The first aid kit will be checked during the monthly inspection.

**Risk of Fire**

Risks Mitigation Strategy

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| Fire starting in kitchen | Ensure portable equipment PAT tested annually.  Ensure that wiring and fixed electrical system is tested every 5 years  Ensure bins are regularly emptied and kitchen area is kept tidy.  Ensure that an appropriate fire detector is installed in kitchen and regularly tested.  Ensure that an airhorn fire alarm is located in the kitchen with clear signage. Ensure this fire alarm is tested during monthly inspections.  Ensure that a fire extinguisher which can be used on electrical fires is installed in kitchen area and regularly tested.  People are made aware of Village Hall Fire evacuation procedure.  Ensure that there is a monthly visual inspection of kitchen and kitchen equipment.  Ensure that there is a maintenance book to record non-urgent faults  Ensure that the contact details for appropriate committee members are posted to ensure that serious faults can be rapidly dealt with. |
| Fire starting in Chair store | Ensure that wiring and fixed electrical system is tested every 5 years.  Ensure there is a monthly visual inspection of electrical system in the chair store to detect any obvious problems.  Ensure that chairs stored in the chair store have metal legs and fabric covering is fire resistant.  Ensure no unnecessary flammable material is stored in room.  A smoke detector is locate in the chair store |
| Fire starting in table store area | Ensure room is inspected monthly for problems and for tidiness.  A fire door exits from this room. Make sure fire exit is not blocked on inside or outside and post signs forbidding anything to block fire exit.  Ensure that fire door push bar operate correctly (monthly inspection).  Ensure no unnecessary flammable material is stored in his area. In particular, no highly flammable material such as paint of solvents can be stored in this area.  A smoke detector is located in the table store area. |
| Fire starting in the main hall area | Ensure that fire exits are clearly marked and never obstructed.  Ensure that ramps that provide wheelchair access are present and well maintained.  Ensure fire extinguisher is regularly checked and serviced (annually) and location is clearly marked.  Ensure that fire alarm air horn is regularly tested (monthly) and location is clearly marked. |

**Risk of Electric Shock**

Risk Mitigation strategy

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| Work by unqualified individuals | Only appropriately qualified people are allowed to work on electrical systems in the Village Hall |
| Shocks from poorly maintained equipment | Ensure that all fixed electrical appliances and wiring is checked every five years. Ensure that all portable electrical equipment is PAT tested annually.  Make it clear to users that no equipment can be used in the hall without a current PAT test. |
| Shocks from untested or broken portable electrical equipment | Discarded and broken equipment will be removed from the hall as soon as possible. Up until it is removed it will be clearly labelled as being defective. All portable electrical equipment used in the Hall will be PAT tested annually. |

**Risk of Falls/Trips/Slips**

Risk Mitigation Strategy

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| Trips | All areas of the Hall will be kept in a tidy state and trip hazards removed.  A coat rack will be provided at the south end of the Hall to reduce the risk of coats and bags creating a trip hazard on the floor |
| Slips | Flooring materials will be selected, as much as possible, to reduce the chance of slips.  Liquid spills will be cleaned up as soon as possible. Mops and buckets are always available in the kitchen area.  A door mat will be placed at the main entrance to reduce the risk of water being brought into the Hall on shoes and creating a slip hazard. |
| Falls | All work above head height must be undertaken on a properly secured ladder with a person holding the base of the ladder wherever possible. |

**Risks in the Kitchen**

Risks Mitigation Strategy

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| Burns | The kitchen area should never be overcrowded particularly if the kitchen is being used for preparing hot food or drink. |
|  | A basic first aid box is provided and is clearly labelled. |
|  | Children should not be allowed in the kitchen if it is being used to prepare hot food or drink |
|  | The kitchen should be kept as tidy as possible when in use |
|  |  |
| Slips | Any spills should be cleaned up as soon as possible |
|  |  |
| Scalds | The same rules as for burns |
|  | Large quantities of hot water should be handled carefully and efforts to poor large volumes of hot water from one container should not be attempted. |

**Risk of exposure to chemicals**

Risks Mitigation Strategy

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| Exposure to toxic or dangerous chemicals | No chemicals other than commercially available cleaning products should be brough into the village hall. |
|  | All cleaning agents should be used according to the manufacturer’s recommendations. |
|  | Accidental exposure to a toxic chemical should be treated as recommended by the manufacturer. |
|  | A first kit is available in the kitchen area  There is also a list of contact details for local medical services. |