

BLEWBURY VILLAGE HALL RISK ASSESSMENT RECORD

#	Risk	Who is at risk?	Risk level	Action already taken	Further action required
1	Toppling of over-stacked chairs in Main Hall & Vale Room.	Staff and users of Main Hall and Vale Room.	Low	Instruct all users not to stack chairs more than 5 high.	None
2	Toppling of incorrectly stacked tables in trolley in Main Hall	Staff and users of Main Hall	Medium	Instruct all users to follow appended instructions	Regular check of table trolley
3	Starting fire and/or sustaining personal injury from use of electrical appliances in kitchen.	Hall staff and those providing bar or catering services for Main Hall functions.	Medium	Regular checks on the condition of appliances and their wiring, Instruct users to check that all appliances are switched off and, where possible, unplugged before leaving the Hall.	Conduct periodic checks of appliances.
4	Health risks from food stored in refrigerator.	Consumers of food stored in refrigerator.	Low	Hall hirers instructed that no food is to be stored in the refrigerator for any period outside the duration of their paid-for hiring hours.	None
5	Health risks from leaving refrigerator door closed while switched off between periods of use.	Consumers of food stored in refrigerator.	Low	Sign instructing users to leave refrigerator door open after use.	None
6	Health risks from mould caused by condensation on kitchen walls/ceiling.	Hall staff and all users of the kitchen.	Low	Periodic repainting. Fitment of extractor fan. Instruct hirers to use extractor fan when using electric urn or otherwise creating steam.	Conduct periodic checks of walls and ceiling.
7	Starting a fire in the Vale Room by stacking cloth-covered seats too close to wall heaters.	All users of Vale Room.	Medium	Automatic power cut-off by heating payment device and warning signs on each heater.	None
8	Village Hall management held responsible for theft of or damage to vehicles parked in car park.	Hall management.	Medium	Disclaimer notice prominently displayed near Main Hall entrance.	Conduct periodic checks of car park surface.
9	General fire risk.	Hall staff and all users of Village Hall.	Medium	Regular maintenance of electrical installation, provision of alarms and extinguishers, display of Fire Action notices. Compliance with results of Fire Inspections carried out as a condition of the Hall's Public Entertainment Licence.	Conduct periodic maintenance and safety inspections.

10	Personal injury through slippage on spilt drinks etc in Main Hall	All users of Main Hall.	Medium	Ensure that hirers have the key to access the appropriate tools and materials in the cleaning cupboard.	None
11	Personal injury when using scaffolding tower or cherry-picker to replace ceiling lights in Main Hall.	Hall management.	Medium to high	Any work, other than bulb replacement, to be carried out by qualified electrician. Scaffold tower to be erected and supervised by practised and competent team. Cherry picker to be used by practiced and competent team.	Ensure at least two competent people are present when scaffolding tower, or cherry picker are used in the Hall.
12	Risk of tripping on cables when microphones are attached to audio system input sockets.	Attendees of events where the PA system is used.	Medium	Instructions in audio system user sheet. Minimise length of cable run from microphone/ wall socket, and tape loose cables to the floor.	Require all new users of the audio system to attend a brief training session on correct procedures.
13	Risk of damage to loudspeakers through incorrect use of Public Address system.	Hall management and all users of PA system	Medium to high	Instructions included in audio system user sheet to ensure power amplifier is turned off before microphones are plugged in or unplugged. Insurance policy now includes equipment damage cover.	Require all new users of the audio system to attend a brief training session on correct procedures. Conduct periodic equipment checks.
14	General risk of audio equipment damage/theft.	Hall management	Medium	Equipment housed in secure equipment rack within locked cupboard. Insurance policy updated to cover equipment theft.	Conduct periodic equipment checks.
15	Risk of exposure to asbestos.	Building contractors and others repairing or altering the fabric of the Hall.	Low	2009 asbestos report categorises asbestos in the building as "low risk requiring regular attention". A notice advising of this status to be permanently displayed and brought to contractors' attention.	Inspect textured ceilings and cement window sills annually for signs of damage. If found, seal with two coats of gloss paint.
16	Risk of tripping in unlit car park	All users	Medium	In a dark village, the car park is not lit. The only lights are security lights. Users to be aware and take appropriate measures to assure safety eg torches	Regular inspection of security lights.