

Risk assessment template

Health and Safety Executive

Company name: Ston Easton Village Hall **Assessment carried out by:** R Fitzsimmons

Date of next review: Jan 2022 **Date assessment was carried out:** 13 Jan 2021

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
Slips & trips	All users, tripping over obstacles or uneven flooring, slipping on wet surfaces.	Ensure doorways and corridors are kept clear. All areas well lit. Warn users about uneven floor around skittle alley.	Improvements to area around skittle alley. Provide warning signs for wet floors during cleaning.	Hall management committee	May 2021 (anticipated re-opening)	
Manual handling	All users, handling heavy crockery in kitchen, and tables and chairs in hall.	Advise all users to lift small quantities of crockery at a time. Chairs max two at a time, four chairs per stack, and two people per table.	Post signage advising safe lifting limits in kitchen and storage areas.	Hall management committee	May 2021 (anticipated re-opening)	
Working at height	Volunteers, replacing lamps and accessing storage shelves.	Always work in pairs. Step ladder is available.	Consider purchase of stable foot-stool for shelf access.	Hall management committee	May 2021 (anticipated re-opening)	

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Electrical	All users, risk of shock or fire.	Periodic PAT inspections and electrical safety inspection. All users should report any frayed cables, overheating plugs etc. to hall committee.	Ensure dates for electrical inspections are scheduled and carried out.	Hall management committee	Ongoing	
Fire	All users, blocked or jammed emergency exits could result in burns or smoke inhalation injury.	All emergency exits to be checked prior to hall use. Fire extinguishers periodically checked.	Ensure fire extinguisher inspections are scheduled and carried out.	Hall management committee	Ongoing	
Lone working	Volunteers working alone could be injured or taken ill while working alone.	Work with others if possible. Otherwise ensure someone else is aware, and agree a finish time.	Advise all volunteers when organising work.	Hall management committee	Ongoing	
Kitchen hazards (See also slips and manual handling above)	All users, risk of burning & scalding.	Keep cooking areas clear and uncluttered.	Provide usage instructions posted on wall by cooker and hot water urn.	Hall management committee	May 2021 (anticipated re-opening)	