

Risk Assessments in Village Halls-Hazards Appendix 2

Area	Hazards
Car park	<ol style="list-style-type: none"> 1. Tripping and falling-lighting adequate 2. Tripping and falling-surface maintained
Exterior -footpaths and steps	<ol style="list-style-type: none"> 1. Tripping and falling-lighting adequate 2. Tripping and falling-surface/walls maintained 3. Access to other hazards-main road- close gate during children's activities
Entrance Area	<ol style="list-style-type: none"> 1. Electric shock from main fuse/trip switch-housed within cupboard-checked yearly from August 2. Tripping and falling-step into hall has white edge/black board displaying Careful step! when exhibitions in hall
Main Hall	<ol style="list-style-type: none"> 1. Moving heavy items-(eg chairs and tables)-only consenting adults move heavy furniture 2. Electric shock from portable equipment-checked yearly August 3. Too many people-limited to 100 4. Electric sockets (accessed by children) - plug covers used if hirer groups children under 5 years-others warned 5. Fire exits, blocked-checked clear at all events 6. Fire equipment not working-checked yearly- October/November
Kitchen	<ol style="list-style-type: none"> 1. Hot surfaces (esp children) - no children in kitchen when cooker

	<p>is being used unless cooking in group of 2 with adult</p> <ol style="list-style-type: none"> 2. Sharp implements(esp children) sharp knives stored under sink-kiddy locks on the doors-children not allowed in kitchen when sharp knives being used 3. Cleaning materials-stored under sink-doors have kiddy locks 4. Hot water boiler-(esp children/infirm users) -boiler plumb in-positioned in corner of kitchen 5. Dangling leads-sockets in corner of kitchen-all equipment used on top of surfaces 6. Slipping on floor-non-slip flooring.
Toilets	<ol style="list-style-type: none"> 1. Slipping on floor-non-slip flooring 2. Cleaning materials-no cleaning materials in toilets-equipment stored in disabled toilet-non-dangerous
Maintenance	<ol style="list-style-type: none"> 1. Falls from ladders - only contractors need to use ladders outside-inside ladders only used by consenting adults with a second adult in attendance 2. Working alone-work in pairs 3. Electric shock from appliances-all hall equipment check yearly in August 4. Incorrect moving of heavy items (eg furniture) only moved by consenting adults
Stores	<ol style="list-style-type: none"> 1. Stacked equipment-only five chairs to be stacked- -tables to be stacked tops to tops and backs to backs-wall labelled

	<ol style="list-style-type: none"> 2. People moving heavy items-only consenting adults to move equipment.
Stage	<ol style="list-style-type: none"> 1. Loose steps and units-assembled correctly following instructions 2. Stage edges not clearly visible-masking tape used to mark edges
Rear disabled entrance	<ol style="list-style-type: none"> 1. Condition of ramp-wheel chairs users to have access to clear ramp 2. Entrance through kitchen - passage kept clear and no hot drinks and food being carried around when disabled people entering hall.