

Culmington Village Hall Risk Assessment							
STEP 1	STEP 2	STEP 3		STEP 4			STEP 5
What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	How will you put the assessment into action?			Review date
				Action by whom?	Action by when?	Date done	
OUTSIDE							
Entrance and exit to car park.	All users, in particular, children. Collision with vehicles on main road.	Hedge & grass cutting to improve line of sight and use of CC TV.	Continued monitoring.	Sub com	Ongoing		Sept 2011
Floodlight in car park intermittent.	All users if floodlight fails.	Arrange for electrician to fix.	(1) Move boiler switch away from floodlight switch. (2) Consider better floodlighting for garage area.	(1) PC (2) VHC	As arranged	(1) Done	
Danger to children.	All young people using premises.	Information to hirers - warning of danger and the need for vigilance.	Continued monitoring.	Sub com	Ongoing		Sept 2011
Grass cutting	Operator	(1) Mower serviced as required. (2) Training in use of mower as required.		PC/users		(2) Mar '11	March 2011
Use of strimmer.	Operator / by-standers.	Operator trained and experienced.					
Fuel tank.	Risk from vandalism and oil leakage.	(1) Tank is double skinned and locked with protective posts to prevent being hit by vehicles. (2) Checked annually by heating engineer.	Continued monitoring.	(2) PC	ASAP	Done	

Frost / ice / snow.	All users of premises.	Clearing as and when necessary. Bucket of salt available.	Continued monitoring.	Sub com	Ongoing		Sept 2011
Wheelchair access.	Wheelchair users.	Minimum ramp incline and reduced number of obstacles. Disabled user's input sought.	Continued monitoring.	Sub com	Ongoing		Sept 2011
Bottled gas store.	Risk from vandalism.	Main door locked but valves must be accessible from top.	Ask A&B Smith about regular check by service engineer. (Keith Davies)	CE	19/10/10	Done awaiting cert.	
Garage step.	All users. Trip hazard.	Gravel ramp.	Consider overlaying with slabs if needed.	Sub com	Ongoing		Sept 2011
INSIDE							
Risk from unsuitable behaviour in building by hirers.	All users.	VHC reserve the right to close building is necessary.		VHC	Ongoing		
Furniture	All users. Lifting / moving tables and chairs.	(a) Hirer to arrange setting out furniture. (b) Instructions for stacking chairs - no more than 9 high and always use trolley. (c) Always roll round table tops. (d) Check table legs securely locked in position.	Continued monitoring.	Sub com	Ongoing		Sept 2011
Cleaning: Wet floors from cleaning or spillages.	Cleaner / all users	"Wet floor" sign available.					
Storage of cleaning materials.	(1) Cleaning liquids. (2) Clutter from mops & buckets etc.	(1) Fluids kept in high level cupboard. (2) Verbal emphasis on safe storage. (3) COSHH data available.	Continued monitoring.	Sub com			Sept 2011
Loose mats	All users. Slip hazard & trip hazard.	Non-slip strips. Checked by Sub-com.	Monitor.	Sub com	Ongoing		Sept 2011

Equipment storage on raised storage shelf.	Risks from climbing, lifting and insecure stacking.	Information given verbally and notice posted.	Continued monitoring.	Sub com	Ongoing		Sept 2011
Toilets	Risk from lack of hygiene.	(1) Regular frequent cleaning. (2) Ad hoc visual checks.	Immediate action as required.	All	Ongoing		
Use of ladders: e.g. access to loft storage, repairs to curtains, changing light bulbs.	Risk of falling.	(1) Modern aluminium steps. (2) Two person job, one to climb and one to foot the ladder. (3) Physical check on condition of ladders.	Possible training?	Sub com			Sept 2011
Access to loft storage.	Risk of falling.	(a) Two person job, one to climb and one to foot the ladder. (b) Limit area used for storage. (c) Only lightweight materials stored. (d) Floor around entrance is boarded.	Continue monitoring.	Sub com			Sept 2011
Kitchen: cleanliness.	Danger from lack of hygiene.	(1) Regular and thorough cleaning by cleaner and by all users. (2) Instruction notices displayed.	Regular reviews of all procedures with users.	Sub com	Ongoing		Sept 2011
Kitchen: refrigerator.	(1) Risk from food left too long. (2) Risk from mould growth.	(1) Regular cleaning. (2) Door left ajar when not in use.	Review printed instructions with users.	Sub com	Ongoing		Sept 2011
Kitchen: hand towels, dishcloths etc.	Risk from bacterial infection.	(a) Frequent changes. (b) Frequent washing. (c) Disposable J-cloths available.					Sept 2011

Kitchen: cleanliness.	Danger from lack of hygiene.	(1) Regular and thorough cleaning by cleaner and by all users. (2) Instruction notices displayed.	Regular reviews of all procedures with users.	Sub com	Ongoing		Sept 2011
Kitchen: refrigerator.	(1) Risk from food left too long. (2) Risk from mould growth.	(1) Regular cleaning. (2) Door left ajar when not in use.	Review printed instructions with users.	Sub com	Ongoing		Sept 2011
Kitchen: hand towels, dishcloths etc.	Risk from bacterial infection.	(a) Frequent changes. (b) Frequent washing. (c) Disposable J-cloths available.					Sept 2011
Kitchen: water heater	Risk of scalding.	Notice to empty when heater is cold.	Carry out risk assessment.	Sub com	Mar-11	Done	
1st Aid kit	(1) Risk from using outdated contents. (2) Risk from inappropriate contents.	(1) Regular check on contents. (2) 1st Aid box & cupboard appropriated marked.	Ongoing monitoring.	Sub com			Sept 2011
Boiler	Risk of fumes.	(1) Separate boiler room with appropriate ventilation. (2) Regular service by O.F.T.E.C. registered engineer.	Ongoing monitoring.	PC	Oct 10	Dec '10	
Hot water.	Risk of system delivering water at too high a temperature.	Both thermostats set at below the standard temperature of 55C.	Monitor.	Sub com	Ongoing		
Portable electrical equipment: vacuum cleaner, cabinet heater, fan heater, extractor hood, water boiler, kettles 1 & 2.	All users. (1) Risk of burns / scalds. (2) Risk of electrical shock.	Regular visual checks and annual safety inspection.		CE	Nov 10	done	

Other electrical equipment: dishwasher, refrigerator, ovens.	All users.	(1) Visual checks. (2) Verbal instructions given. (3) Written instructions. (4) Separate hire agreement.	Implement 5 year check.	CE	Nov 10	done	
Hard wiring.	All users. Risk of electric shock.	(1) 5 year check by electrical contractor. (2) Frequent checks for damaged switches & sockets etc.	Update the 5 year check.	CE	Nov 10		
Gas equipment: gas hob.	(1) Risk from burns. (2) Poor maintenance.	Warning notices.	(1) Monitor and update information. (2) Ask A&B Smith about regular check by service engineer.	(2) CE	Prob at A&B - ongoing	20/10/10	
Financial	Prosecution	Independent annual audit (by Sarah Griffiths)		PC	April 11		
Emergency door properly closed	Risk of break in		Monitor.	Sub com			Sept 2011