

Emneth Central Hall Management Committee Risk Assessment

| What are the hazards | Who might be harmed | Current actions | Future actions |
|---|---------------------------|---|---|
| Trips & falls in car park | All users of the car park | Car park surface to be maintained as even as possible | Car park to be inspected weekly & repaired promptly as necessary |
| | | Car parking spaces for users with disabilities available next to hall entrance | None |
| | | Good lighting in car park | Lighting to be checked regularly |
| Vehicle movement | All users of the car park | Users should use the correct entry & exit routes Hall hirers may need to control car parking, if so high visibility jackets should be worn | None Stated in Conditions of hire. |
| Trips, slips & falls inside hall | All hirers of the Hall | Spillages to be cleaned up immediately | Stated in Conditions of hire & hirers informed where equipment is kept. |
| | | No trailing electrical leads / cables | Stated in Conditions of Hire |
| | | No storage in entrance hall leading to main hall | Ensure this area is kept free of obstructions |
| Manual handling | All hirers of the hall | Tables & chairs should be moved by using the trolleys available Tables & chairs should be stacked as directed | Stated in the Conditions of Hire Ensure notices stating this are in place |
| Electricity | All hirers of the hall | Portable equipment to be PAT tested annually Hall hirers to be made aware of how to turn off electricity in an emergency Do not operate or touch any electrical equipment where there are signs of damage or exposure of components. Fixed electrics to be checked at least e at least every 5 years | Ensure certificate is renewed before expiry of current one. Sign on entrance boiler room where fuse board is located |
| | | | Ensure certificate is renewed before expiry of current one |
| Gas | All hirers of the hall | Gas boiler has annual gas safety check & certificate displayed on notice board | Ensure certificate is renewed before expiry of current one |
| Fire | All hirers of the hall | Fire extinguishers are sited around the main hall & kitchen | To be serviced annually by an approved contractor. |
| | | Fire exits are clearly indicated & MUST be kept clear when the hall is occupied. | Stated in Conditions of Hire |
| Ladders | All hirers of the hall | Do not work on steps, ladders or at a height until they are properly secured & another person is present | Stated in Conditions of Hire |
| Portable Equipment | All hirers of the hall | Do not bring onto the premises any portable gas, lpg or electrical appliances without prior permission | Stated in Conditions of Hire |
| Hot Water | All hirers of the hall | Do not carry hot water containers or water boilers around the hall | |
| Emergency exits | All hirers of the hall | Ensure all fire exits are free from any obstructions during the length of hire | Stated in Conditions of Hire |
| First Aid Kit | All hirers of the Hall | Ensure there is always an adequately stocked basic first aid kit | To be checked weekly & when advised any items have been used |

Report any of damage or faults to any equipment to the Caretaker Kim Towner. Should you have reason to make an entry in the accident book this should also be reported to the Caretaker.