|  |  |  |  |
| --- | --- | --- | --- |
| **Hazard** | **What could happen?****Fordham Village Hall Risk Assessment 2023 All hirers are given Evacuation, Health & Safety Policies** | **Who could be hurt?** | **Action taken to minimise risk** |
| Varnished floor | Could be slippery when wetSomebody could fall over and injure themselves. This could lead to bruises / broken bones / sprains / head injuries / back injuries. | Hirers, volunteers, hall users. | Put out a sign warning people when the floor has just been cleaned or something has been spilled. Where possible, clean the floor at the end of the day when there are fewer people around. |
| Chairs and tables | These can cause clutter and people could trip over or bump into them. They could also fall onto peopleif they are stacked incorrectly.Hirers could catch fingers in tables when folding them up. | Hirers, volunteers, hall users. | Clear tables and chairs away beforerunning physical activities such as exercise. Ensure all centre user group leaders know how to stack tables and chairs correctly. Put up signs explaining how to stack themcorrectly. Use chair mover. |
| Electrical appliances | Faulty appliances can cause electrocution, which can cause serious injury and death.Burn themselves using kettle or urn. | Hirers, volunteers, hall users. | Ensure all appliances are checkedregularly (at least once a year) by acompetent person. Instruct all centre user group leaders, staff and volunteers to check for exposed wires and burn marks on cables or plugs before using appliances.Take care when using kettle. Two people to lift urn to empty it. No children allowed in kitchen. |
| Outdoor entrances and ramps | These are hard, and people could be injured if they trip and fall on them. | Hirers, volunteers, hall users. | Have outdoor lighting which is on at all times when the centre is used after dark.Ensure all staff, volunteers and centre user group leaders know that they must keep entrances clear of obstacles at all times. |
| Hazardous chemicals in cleaningproducts | Cleaning products contain chemicals that can be harmful if they come into contact with skin or are inhaled. | Hirers, volunteers, hall users. | No hirer or member of public will have access to cleaner’s cupboard. Signs for hazardous products on cupboard. Cleaner will have access to rubber gloves for cleaning. The hirer will also be asked to ensure that the area is well ventilated. Washing up liquid/sanitiser and paper towels available for washing down after hire. First Aid box in the kitchen. |
| Fire | People could become trapped during a fire, which can be fatal. | Hirers, volunteers, hall users. | Smoke alarms are installed in every room. Batteries must be replaced as soon as they run out. Smoke alarms must be tested every sixmonths by the chairman. All fire exits must be clearly labelled and kept clear and unlocked at all times when the centre is in use. Hirers will be given Evacuation Policy which includes all necessary information for hirer. Ensure all hirers have a mobile phone. Fire extinguishers checked yearly. |
| Covid 19 | People become unwell | Hirers, volunteers, hall users. | Although Covid village hall protocols have eased, the hirer can still ensure that their users remain safe. There is hand sanitiser on entry to the hall. The hirer can minimise the number of people attending, chairs could be spaced accordingly, users can wear masks if they prefer. The hirer will consider ventilating the hall by opening the windows. A register of attendees would still be a sensible option for covid and fire reasons. |