

Warcop Parish Hall

Risk Assessment for Events and Activities and use by Hirers

Hazard	Risk	Controls	By Whom	Review of controls
Fire and Emergency	Exits blocked Users unfamiliar with procedures and exits	Complies with Checklist for Hirers provided on booking	Hirer/ event organiser	Weekly / monthly review of forms by H&S nominated persons
Emergency	Communication with emergency services	Hirers to have a mobile phone	Hirer/ event organiser	Booking secretary to check
Accidents	Injury/medical problem	First Aid Box/Book in kitchen Compliance with Checklist for hirers	Hirer/ event organiser	Checked by booking secretary
	High risk activity	High risk activities to provide their own First Aiders	Hirers for sports	
Trips & Falls	Wet/slippy floors	Ensure any spillages are cleaned up immediately	Hirer/ event organiser	Hirer/ event organiser
	Cables	Ensure any cables or extension leads do not create additional trip hazards – cables must be covered with the cover provided in cleaner's store	Hirer/ event organiser	Hirer/ event organiser
Movement of equipment	Storage cupboards	Ensure stored in such a way that articles cannot fall on others. Return to storage complying with instruction posted	Hirer/ event organiser	Hirer/ event organiser
Smoking	Health & Environmental	Ensure No Smoking in Hall or grounds other than the designated point and use of wall mounted bin provided	Hirer/ event organiser	Hirer/ event organiser
COSHH Materials	Chemical hazard	All cleaning/chemical products to be stored in a lockable cupboard in the cleaners store	Hirer/ event organiser	Hirer/ event organiser
Manual Handling	Injury	Ensure that any equipment is lifted or moved in accordance with HSE best practice	Hirer/ event organiser	Hirer/ event organiser
Housekeeping	Hygiene/trip hazards	Hall to be kept clean and tidy	Hirer/ event organiser	Hirer/ event leader
Cooking	Burns/fire	Care when using all appliances Awareness of fire blanket and appliances Compliance with Checklist	Hirer/ event organiser	Hirer /event organiser to monitor
Dishwasher	Burns/breakages	Clear Instructions for dishwasher on display	Hirer/ event organiser	Monitor
Microwave	Burns/falls/breakages	Ensure care taken if using microwave	Hirer/ event organiser	Hirer / event organiser to check
Kettles/Water Boilers	Burns/spillage	Awareness of risk	Hirer/ event organiser	Hirer /event organiser to monitor
Hatch Doors	Collision	Be aware when opening hatch doors	Hirer/ event organiser	Hirer /event organiser to monitor
Hygiene	Disease/smells	Rubbish to be removed – refer to Checklist	Hirer/ event organiser	Hirer /event organiser to monitor
Car Park Traffic & Pedestrian Management	Pedestrian safety	Be aware of Muster Point and evacuation routes from hall Ensure access route for emergency vehicles clear	Hirer/ event organiser	Hirer /event organiser to monitor
Steps	Slips/falls	Hirer to assess and distribute salt and grit if required in icy conditions – grit box at road entrance	Hirer/ event organiser	Hirer to check