



Risk Assessment – Weasenham Community Building

DATE: 24th August 2022

ASSESSORS: Kelly Pickard and Judy Grimwood

IMPORTANT NOTE: This risk assessment has been completed on behalf of Weasenham Parish Council and to control the risks to people who use the hall and to manage the maintenance and upkeep.

Review: This risk assessment should be reviewed annually.

Assessors Comments: Insurance cover is applicable for public liability and personal accident. The recommendations contained in the document are provided by 'ACRE Action with Communities in Rural England' and HSE.

Risk assessment – Weasenham Community building L = Likelihood; S = Severity; R = Risk (L x S)

Area or People at Risk (Identify what activity or situations might cause risk)	Risk identified	L	S	R	Actions to take to mitigate risk	Residual Risk	Notes
Staff, contractors and volunteers	Clerk/Councillors Contractors Volunteers	M	H	H	No person (s) is able to enter the premises without prior consent from Weasenham Parish Council and a key holder being present Any contractor on site to carry out any remedial work must provide a copy of their public liability insurance Any volunteer on site running a group for children (0-18) must be CRB checked	L	



	Children and or vulnerable adults				Any volunteer on site running a group for children (0-18) must be CRB checked and safeguarding trained		
Entrance doors	Threshold height Steps Disability access	M	H	H	Non slip rubber threshold mats being purchased to assist with entrance into the building Look at the possibility of latches or slam proof material for the doors in the case of wind.	M	
Kitchen	Hot Water Food hygiene Cleanliness	H	H	H	Appropriate signs for caution hot water No person under the influence of alcohol can use the kitchen facilities as detailed in the conditions of hire No minor may use the hot water facility Any food on site must be prepared by someone with food hygiene certificate Cleaning equipment is provided and as detailed in the conditions of hire the kitchen is required to be cleaned at the end of any hire. The cleaning cupboard will be labelled and out of reach of children	M	
Store cupboards (cleaner etc)	Chemicals and paint stored	L	H	M	Any chemicals on site have Coshh sheets available for health and safety purposes.	M	



	Fridge freezer				needs to be in main area for ventilation and any overheating . fire risk if on in cupboard		
Furniture/equipment)	Tables & chairs Electrical equipment	M	H	H	Maintenance inspections to be carried out for safety purposes Chairs should only be stacked 5 high for health and safety reasons Any signs to be on display for electrical equipment Full PAT Testing carried out annually and certificates provided in the maintenance file	L	
Toilets	Access Cleanliness Baby changing	H	H	H	This is also a disabled toilet so access to this must be available at all times As detailed in the terms of hire, any facilities must be cleaned at the end of event. Cleaning products are provided No baby change facility available, will be looking into as family facility	L	
Fire exit	Obstructions	H	M	H	Internal access to the fire exit must be kept clear	M	



					External exit from the building must be clear of any obstructions		
Car Park/paths/patio/exterior areas	Weeds	L	H	M	Weeds being removed to minimize being a hazard	L	
	Pathway				Even out the pathway and install shingle in matting - need to check with grass cutting as they will have problems with machine picking up stones and ruining machine. If they can't go over then the area on the other side would become a separate job	M	
	Disabled access				Pathway uneven and unsuitable for disabled access for the building – requires new shingle laid in the existing rubber matting.	M	