

Risk Assessment Form

Venue: The Mosse Memorial Hall, St Richards Way, Aldwick, Bognor Regis, West Sussex, PO21 3BD

Risk Log prepared by: Aldwick Parochial Church Council

Date: 02.07.2018

Version: v0.2

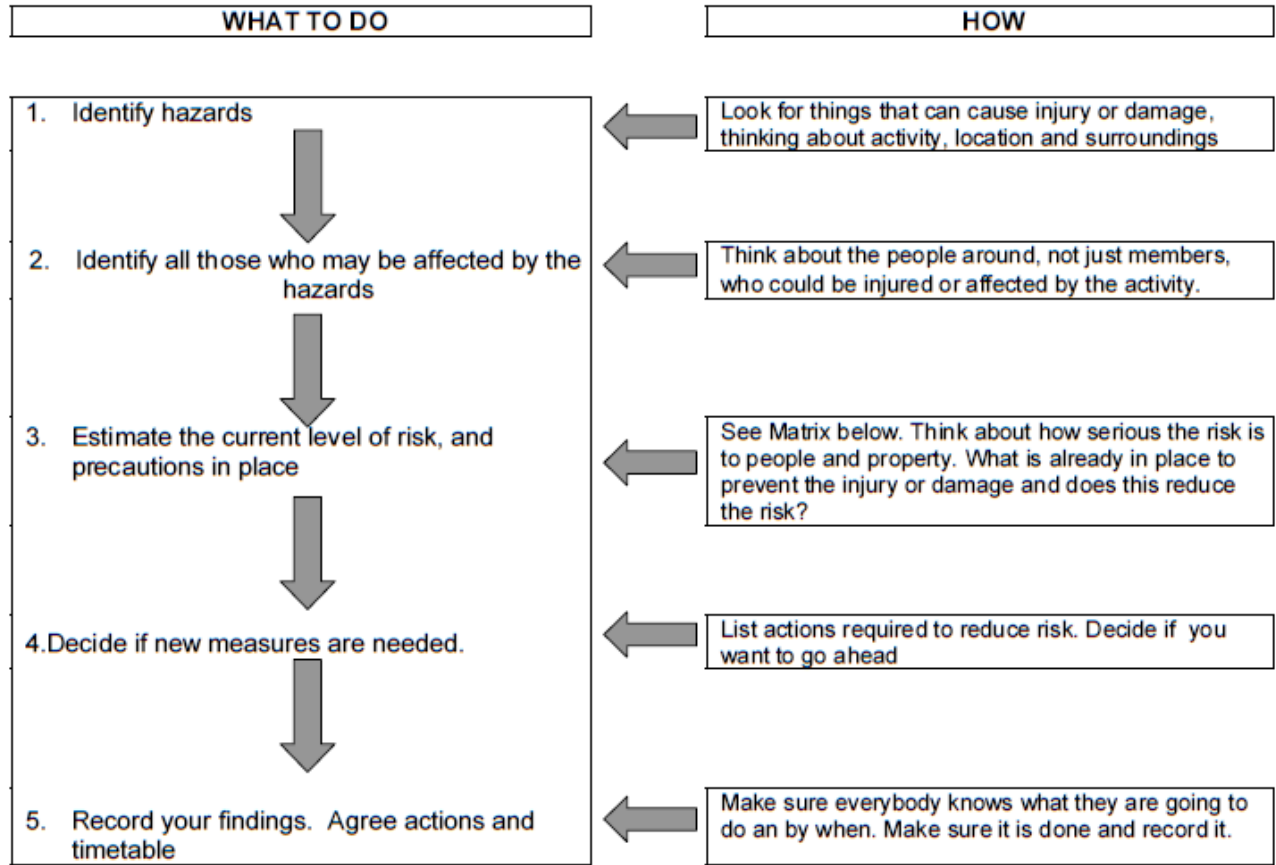
Hazards <i>What could cause harm or damage?</i>	Who or what is at risk of being affected and how?	What are you already doing? <i>How have you reduced the risk already?</i>	Likelihood of Risk Occurring (L / M / H)	Severity of Risk (L / M / H)	Are further controls necessary? <i>What else needs to happen to reduce the risk to an acceptable level?</i>	Action by: name & date
Stacked chairs - piles topple causing injury to users	All users of the hall	Chairs are stacked in piles of no more than 5 per pile. Laminated sign on the wall to state that piles should be no more than 5 high. There is a chair carrier in the hall that can be used to move piles of chairs to reduce the need to carry stacks of chairs within the hall. Children should be supervised to ensure they do not climb on them.	Low	Medium	Users of the hall will be reminded about the sizes of the piles should they be found to be stacking them more than 5 high.	N/A
Tables - topple over causing injury to users	All users of the hall	Tables are stored in trollies that have a maximum number of tables in each. The trollies are on wheels so can be moved to reduce the need for carrying tables within the hall. Groups are responsible for putting tables up and down safely.	Low	Medium	None	N/A
Fire / flood / other emergency	All users of the hall	Emergency exits in the hall have compliant signage. The gate on the patio area has no lock to ensure no restrictions to access or egress. All users of the hall are responsible for creating their own evacuation plan, assigning a muster point and sharing it with their group. Fire blanket provided in the kitchen. Fire extinguishers provided in the hall.	Low	Low	None	N/A

Hazards <i>What could cause harm or damage?</i>	Who or what is at risk of being affected and how?	What are you already doing? <i>How have you reduced the risk already</i>	Likelihood of Risk Occurring (L / M / H)	Severity of Risk (L / M / H)	Are further controls necessary? <i>What needs to happen to reduce the risk to an acceptable level?</i>	Action by: name & date
Medical emergency / someone taken ill during the event / sudden death of a user.	All users of the hall	All users of the hall are responsible for their own first aid provision. There is no phone in the hall - users need to have access to a mobile phone to use in the case of an emergency. There is a small first aid kit provided for use by all users of the hall. There is a defibrillator in the porch. Users should notify the hall manager of any serious incident or injury.	Low	Low	Users of the hall should notify the hall manager of any	N/A
Access / manoeuvrability issues	Users of the hall with disabilities, limited mobility, elderly	There is a ramp in the hall (stored in the gents toilets) that is available for use by all hall users to enable wheelchair access to the main door. There is also ramp access to both of the side doors into the main hall. There is a toilet for disabled users by the small hall.	Low	Low	None	N/A
Slips / trips / falls	All users of the hall	Flooring throughout the hall is flat, level and well maintained. All users of the hall are responsible for risk assessing their own activities and first aid provision for their groups. Users should notify the hall manager of any serious incident or injury.	Low	Low	The hall is regularly inspected and maintained. Any wear and tear or damage would be addressed.	Regular monitor and review of the hall
Wet floors - main hall / corridors	All users of the hall	Floors are mopped in time to dry before groups use the hall. Mops and buckets are provided in the kitchen for users to deal with their own spillages. If the floor is wet, put out the wet floor sign.	Low	Low	None	N/A

Hazards <i>What could cause harm or damage?</i>	Who or what is at risk of being affected and how?	What are you already doing? <i>How have you reduced the risk already</i>	Likelihood of Risk Occurring (L / M / H)	Severity of Risk (L / M / H)	Are further controls necessary? <i>What needs to happen to reduce the risk to an acceptable level?</i>	Action by: name & date
Toilets - wet floors	All users of the halls	Toilets all have non-slip flooring. Floors are mopped in time to dry before groups use the hall. Mops and buckets are provided in the kitchen for users to deal with their own spillages. If the floor is wet, put out the wet floor sign. Leaks (or suspected leaks) need to be notified to the hall manager.	Low	Low	The hall is regularly inspected and maintained. Any leaks would be identified and would be addressed.	Regular monitor and review of the hall
Cleaning materials	All users of the hall	Standard cleaning materials are in a cupboard under the kitchen sink and on the windowsill. Hall users are responsible for their safe use and any children should be supervised when in the kitchen. If there are any stronger chemicals, they are locked in the cleaner's cupboard.	Low	Low	None	N/A
Boiler - faulty / broken - no heating, no hot water, carbon monoxide leak	All users of the hall	The boiler is regularly serviced and maintained. Carbon monoxide monitors above the door to the boiler room and in the kitchen is checked regularly. If it went off, the hall should be evacuated and the hall manager notified. The hall would be shut down until the boiler has been made safe.	Low	Low	There is no alternative heating source in the hall. If there was a long-term failure, alternative heating methods would be sourced. Hot water can be provided by using the urns and the kettles in the kitchen.	In the event of a failure
Electrical items	All users of the hall	All equipment in the Mosse Hall is PAT tested annually. Hall users are responsible for using equipment safely and supervising any children around electrical equipment. Only PAT tested electrical equipment should be used.	Low	Low	None	N/A

Hazards <i>What could cause harm or damage?</i>	Who or what is at risk of being affected and how?	What are you already doing? <i>How have you reduced the risk already</i>	Likelihood of Risk Occurring (L / M / H)	Severity of Risk (L / M / H)	Are further controls necessary? <i>What needs to happen to reduce the risk to an acceptable level?</i>	Action by: name & date
Electricity sockets	All users of the hall	All sockets have child safety covers. These should be replaced after use.	Low	Low	None	N/A
Cooker	All users of the hall	The cooker switches are above the cooker. Their normal state is 'off'. Users should only turn them on if they're using the cookers and should turn them off again when they've finished with them.	Low	Low	In the event of a suspected gas leak, the hall should be evacuated following the hirer's emergency evacuation plan and the hall manager notified immediately.	N/A
Stop cock / cut off water	All users of the hall	The stop cock is under the small hatch in the kitchen. It should only be used by hirers in the case of an emergency. Any issues should be reported to the hall manager.	Low	Low	None	N/A
Use of the stage	All users of the hall	Groups to use their own judgement about use of the stage and for supervising who has access to the stage.	Low	Low	None	N/A
Car Park						
Slips / trips / falls	All users of the hall	There are motion sensor lights at various points round the Mosse Hall to provide lighting after dark. The car park is well maintained.	Low	Low	Motion sensor lights tested periodically.	Regular checks on the lights
Parking	All users of the hall	All parking is at owners' risk.	Low	Low	None	N/A
Outdoors play / patio area and car park	All users of the hall	The patio area has secure fencing with access ramps. There should be no climbing on the fence or swinging on the gate. Only child safe substances should be used in the garden area.	Low	Low	Children should only play in the patio area with adult supervision.	N/A

RISK MANAGEMENT



RISK ASSESSMENT MATRIX

	Severity	Slight Harm <small>superficial injuries, minor cuts and bruises</small>	Harmful <small>minor fractures, ill health leading to minor disability</small>	Extremely Harmful <small>multiple injuries, major fractures, fatalities</small>
Likelihood				
UNLIKELY <small>Rarely happens</small>		LOW	LOW	MEDIUM
LIKELY <small>Often happens</small>		LOW	MEDIUM	HIGH
VERY LIKELY <small>Nearly always happens</small>		MEDIUM	HIGH	HIGH