

Stoke Golding Village Hall Risk Assessment

Updated 08 July 2020

Area	Hazards	Hazard Level	Risk Factor	Controls and Action to be taken	Incidents occurring in previous 2 years
Stage	Injury caused by falling	Medium	Remote	Access by secure stairway. General public are normally excluded. Performers aware of dangers. Children under 12 should not use the stage except under strict supervision.	None
Stage	Electricity supply fault	Medium	Remote	An electrical inspection and test are to be carried out every 5 years. The last inspection was carried out in March 2020. All identified remedial actions have been implemented.	None
Hall	Electricity supply fault	Medium	Remote	As above	None
Kitchen	Electricity supply fault	Medium	Remote	As above	None
All areas	Fire risk	Medium	Remote	A fire risk assessment is carried out every 2 years. The last assessment was carried out in Jan 2019. There is also a schedule of routine checks on extinguishers, smoke alarms and emergency lighting.	None
Hall	Trapped fingers in double doors to main hall	Low	Possible	Do not allow children to operate doors and keep shut where ever possible.	None
Stairs	Trips and falls	Medium	Possible	There are steep stairs to the committee room. The edge of the treads are painted with non-slip paint	None
Outside	Trips and falls	Low	Possible	There is a raised step outside the emergency exit from the hall on the playground side. The edge of the step is painted with non-slip paint	None
Kitchen	Chemicals	High	Remote	All cleaning chemicals are kept in a locked cupboard only accessible by the premises officer/cleaner	None

Hazard Levels

Risk factor criteria

High	Likely/frequent	Occurring repeatedly, very likely to happen
Medium	Probable	Anticipated – will occur several times
Low	Possible	Could occur some of the time
	Remote	Unlikely but conceivable
	Improbable	So unlikely that probability is close to zero