

Risk Assessment Form

Task/ Activity:	Rickards Hall – hiring and use of hall			Assessed by:	Caroline Leet
Date Assessed:	14 November 2023	Review Date:	November 2024	Reference No.:	

Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional controls required
Hazardous substances	The cleaner and others cleaning. Risk of skin problems e.g. dermatitis ,eye damage, vapour and cleaning chemicals may cause breathing problems	<ul style="list-style-type: none"> Mops, brushes and strong rubber gloves provided. Cleaning products marked irritant, consider replacing with milder alternatives. Cleaners needs to be aware of instructions on labels. Do not use unmarked containers. Store cleaning products securely. 	4	1	4	
Waste Handling	Hall hirers Cleaner, staff	<ul style="list-style-type: none"> Adequate suitable receptacles for waste provided – bins, waste bags, personal hygiene bins Black bin waste – emptied to locked bin in courtyard by cleaner Rooms kept tidy; waste removed regularly Floors kept clear Trolley provided for moving bulkier items 	3	1	3	
Routes for personnel movement	Hall hirer users. Staff, Cleaner	<ul style="list-style-type: none"> Courtyard free from trip hazards, salt grit applied freezing weather Internal floors clear from trip/slip hazards Floor covering in good condition External lighting on; sensor covers access Internal lighting combines natural and artificial light 	3	1	3	
Slips, trips and falls e.g. uneven surfaces.	Users of hall may suffer injury such as fractures, bruising if they slip e.g. spillages of trip over objects. Special regard to	<ul style="list-style-type: none"> Ensure good lighting in hall, corridors. Users are aware of clean-up procedure. No storage in corridors No trailing electrical leads/ cables. Maintain floor condition 	4	1	4	

	visitors with disabilities, children and the elderly					
GAS	No one – no gas appliances since October 2023		0	0	0	
Faulty electrical equipment	All hall users. Risk of electric shock, burns from faulty equipment/installation	<ul style="list-style-type: none"> Fixed installation correctly installed by qualified electrician and inspected regularly. All repairs by qualified electrician. Safety plugs in sockets, P.A.T. to be carried out. Hall users know they are responsible for any equipment used on site.. 	4	1	4	
Falling object hazards		<ul style="list-style-type: none"> Items are stored securely. Shelving is not overloaded (Kitchen and cupboard). Furniture maintained without defect. 	4	1	4	
Temperature control		<ul style="list-style-type: none"> Temperature maintained suitable: electric bar heaters – fitted high up Switch on & off Open Windows to clear air, freshen. To cool room. No smoking policy on premises 	3	1	3	
Sanitation/welfare arrangements	Hall Hirers/visitors	<ul style="list-style-type: none"> Sanitary conveniences provided and kept clean Hot water, soap and means of hand drying (disposal hand towels) Adequate water supply Drinking water provided (bottled water protected from sunlight) Fridge and freezer for food storage provided 	4	1	3	
Fire	Hall hirers/staff/cleaner	<ul style="list-style-type: none"> Separate risk assessment Buildings checks in place 5 yearly external review 1 yearly internal full review Maintain building and facilities 	5	2	10	

Risk/Priority Indicator Key

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK / PRIORITY INICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so