

Health and Safety Policy: Whitley Chapel Parish Hall

Leazes Lane, Whitley Chapel, Hexham, NE47 0HB

Part 1 General Statement of Policy

This document is the Health and Safety Policy of Whitley Chapel Parish Hall.

Our policy is to:

- A) Provide healthy and safe working conditions, equipment and systems of work for our employee(s), volunteers, committee members and hirers.
- B) Keep the village hall and equipment in a safe condition for all users.
- C) Provide such training and information as is necessary to staff, volunteers and users.

It is the intention of Whitley Chapel Parish Hall Management Committee to comply with all health and safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations.

Whitley Chapel Parish Hall Management Committee considers the promotion of the health and safety of its volunteers and employees at work and those who use its premises, including contractors, who may work there, to be of great importance. The management committee recognises that the effective prevention of accidents depends as much on a committed attitude of mind to safety as on the operation and maintenance of equipment and safe systems of work. To this end, it will seek to encourage employees, volunteers, committee members and users to engage in the establishment and observance of safe working practices.

Employees, volunteers, hirers and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the committee, with all safety requirements set out in the hiring agreement and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

Signed, (On behalf of the Management Committee)

Name: Bob Bennett

Position: Chairman

Date;.....

Part 2: Organisation of Health and Safety

The Whitley Chapel Parish Hall Management Committee has overall responsibility for health and safety at Whitley Chapel Parish Hall.

The person(s) delegated by the management committee to have day to day responsibility for the implementation of this policy is/are:

Name;	Bob Bennett
Telephone Number;	01434 601598
Address;	The Granary Foggett Farm Dipton Mill NE46 1YB
Email Address;	bobdiptonmill@sky.com

It is the duty of all employees, volunteers, hirers and visitors to take care of themselves and others who may be affected by their activities and to co-operate with the management committee in keeping the premises safe and healthy, including the grounds.

Should anyone using the hall come across a fault, damage or other situation which might cause injury and cannot be rectified immediately they should inform the person(s) above, or the Bookings Secretary, as soon as possible so that the problem can be dealt with. Where equipment is damaged a notice should be placed on it warning that it is not to be used.

The following persons have responsibility for specific items:

First Aid Box	Bob Bennett
Reporting of Accidents	Bob Bennett
Fire Precautions and checks	Gill Whatmough
Training in hazardous substances and equipment	Management Committee
Risk assessment and inspections	Austin Iliffe
Information to contractors	Austin Iliffe
Information to hirers	Booking Secretary
Insurance	Francesca Leslie
Regular servicing of;	
Fire alarm and emergency lighting	Austin Iliffe
Fire extinguishers	Francesca Leslie
Portable electrical appliances	Bob Bennett
Boiler	Austin Iliffe

The accident book is located in the supper room on the wall next to the telephone

A plan of the Hall is attached showing the location of fire exits, fire extinguishers, telephone, distribution boards, propane gas tanks and isolation valve, water stop cock, boiler, oil tank and isolation valve

Part: 3 Arrangements and Procedures

Licence

The Parish Hall has a Premises Licence authorising the following regulated entertainment and licensable activities at the times indicated:

Activity; - all indoors	Description	Time from	Time to
(a) A performance of a play	Monday to Sunday	9.00am	11.00pm
(b) An exhibition of a film	Monday to Sunday	6.00pm	11.00pm
(c) A performance of live music	Monday to Sunday	11.00am	midnight
(d) Any playing of recorded music	Mon to Sunday	11.00am	midnight
(e) A performance of dance	Monday to Sunday	11.00am	midnight
(f) Entertainment of a similar description to that falling within a performance of live music, any playing of recorded music or a performance of dance	Monday to Sunday	11.00am	midnight
	Monday to	11.00am	midnight

(g) Entertainment facilities for making music	Sunday		
(h) Entertainment facilities for dancing	Monday to Sunday	11.00am	midnight
(i) Entertainment of a similar description to that falling within entertainment facilities for making music or dancing.	Monday to Sunday	11.00am	midnight
(j) Provision of late night refreshments	Monday to Sunday	11.00pm	1.00am
(k) The sale by retail of alcohol (On the premises only)	Monday to Sunday	Noon	Midnight
(l) Opening hours of the premises	Monday to Sunday	8.00am	1.00am

Fire Precautions and Checks

Attached are plans showing the fire exist routes, location of firefighting equipment, assembly point(s). fire alarm call points, isolation valves and consumer units

Person on the management committee with responsibility for the fire risk assessment: **David Southern**

Person on the management committee with responsibility for weekly testing of the fire alarm, monthly testing of the emergency lights and maintaining the test log: **Gill Whatmough**

List of Equipment and its location

Item	Test Interval	Location	Service Date
Fire alarm	Weekly	See plan	October
Emergency lighting	Monthly	See plan	October
Fire Exits	Weekly	See plan	
Fire Fighting Appliances	Annually	See plan	June
Electrical Installation	5 Years	Building	
Residual current device	Monthly	Supper room	
Portable Appliances	Annually		March
Boiler servicing	Annually		September
Gas Safety	Annually	Kitchen, outside pipework and cylinders	September

Companies hired to test, maintain and service fire safety equipment:

Fire extinguishers:

Name Chubb Fire and Security Ltd
Address Unit 19a Follingsby Park
Gateshead
NE10 8YX
Tel. No 08448791724
Location of Service record: On each fire appliance
Operations manual

Fire alarms and emergency lighting

Name: J&G Swanson
Address: Unit 23f
Haugh Lane Industrial Estate

HEXHAM
NE46 3PU

Telephone: 0-1434 603949

Location of service record Operations manual

Companies hired to test, maintain and service other equipment

Electrical installation and residual current device

Name: Tom Kristensen

Address: Gairshield Farm

Hexham

NE470HS

Phone number: 07787823792 or 01434 673562

Location of service record: Operations manual

Portable appliance testing

Name: West Northumberland Community Building Consortium

Address: email contact

Telephone number: email contact

Location of service record: Operations manual

Boiler Servicing

Name: N,C&B Oil Fired Heating Service

Address: 4D, Nook Cottage

The Centre, Evenwood,

Durham, DL14 9QF

Telephone number: 07779 944731 or 01388 205866

Location of service record: Operations manual

Gas safety

Name: N Wright Plumbing and Heat Ltd

Address: Firbrook Walk

Hexham NE48 3LB

Telephone number 01434 230460

Location of service record: Operations manual

Procedure in case of Accidents

The location of the nearest hospital Accident Emergency/Casualty dept. is:

Hexham Primary Care Centre: 01434 613013

The First Aid Box is located in: a) kitchen

b) supper room

The person responsible for keeping this up to date is:

Bob Bennett

The accident book/forms are kept in the supper next to the first aid box. All accidents must be recorded in the accident book

Any accident must be reported to the member of the management committee responsible, who is: **Bob Bennett**

The person responsible for completing RIDDOR forms and reporting on accidents is:

Bob Bennett

Note- The following major injuries or incidents must be reported on RIDDOR forms:

- Fracture, other than to fingers, thumbs or toes
- Amputation
- Dislocation of the shoulder, hip, knee or spine
- Loss of sight (temporary or permanent)
- Any penetrating injury to the eye (including chemical)
- Injury from electric shock/burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
- Any other injury leading to hypothermia, heat-induced illness or unconsciousness or requiring resuscitation or requiring admittance to hospital for more than 24 hours.
- Unconsciousness caused by asphyxia or exposure to harmful substances or biological agent.
- Acute illness requiring medical treatment or loss of consciousness arising from absorption of any substances by inhalation, ingestion or through skin.
- Acute illness requiring medical attention which may have resulted from a biological agent or its toxins or infected material.

Safety Rules

All hirers will be expected to read the whole of the hiring agreement and should sign the hiring form as evidence that they agree to the hiring conditions. All new hirers will be given information by the Bookings Secretary about health and safety procedures at the hall which they will be expected to comply with

“It is the intention of the Parish Hall Management Committee to comply with all health and safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations.

Employees, volunteers, hirers and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the committee, with all safety requirements and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

The Committee has carried out risk assessments. The following practices must be followed in order to minimise risks:

- Make sure that all emergency exit doors are clear and unlocked as soon as the hall is to be used and throughout the hiring period.
- Do not operate or touch any electrical equipment where there are signs of damage, exposure of components, water penetration etc.
- Do not work on steps, ladders or at height until they are properly secured and another person is present.
- Do not leave portable electrical or gas appliances operating while unattended.
- Do not bring into the property any portable electrical appliances which have not been Potable Appliance Tested.
- Do not attempt to move heavy or bulky items (e.g. stacked tables or chairs) – use the trolleys provided.
- Do not attempt to carry or tip a water boiler when it contains hot water. Leave it to cool.
- Do not allow children in the kitchen except under close supervision (e.g. for supervised cookery lessons or, in the case of older children, for supervised serving of food at functions). Avoid over-crowding in the kitchen and do not allow running.
- Report any evidence of damage or faults to equipment or the building’s facilities to: **Austin Iliffe**
- Report every accident in the accident book and to: **Bob Bennett**
- Be aware and seek to avoid the following risks:
 - (a) Creating slipping hazards on stairs, polished or wet floors,- mop up spills immediately
 - (b) Creating tripping hazards such as buggies, umbrellas, mops and other items left in halls and corridors

- (c) Use adequate lighting to avoid tripping in poorly lit areas
- (d) Risk to individuals while in sole occupancy of the building
- (e) Risks involved in handling kitchen equipment e.g. saucepans, kettles, hot food trays, water heaters and knives
- (f) Creating toppling hazards by piling equipment e.g. In store cupboards.

Contractors

The management committee will check with contractors (including self-employed persons) before they start work that:

- The contract is clear and understood by both the contractor and the committee
- The contractors are competent to carry out the work e.g. Have appropriate qualifications, references, experience
- Contractors have adequate public liability insurance cover.
- Contractors have their own health and safety policy.
- Contractors have seen the Parish Hall health and safety policy and are aware of any hazards which might arise
- Contractors must locate hidden cables and pipes in walls, ceilings and floors before making openings into them or fixings on to them
- The contractor knows which member of the committee is responsible for seeing that their work is as asked and to a satisfactory standard
- Unless otherwise agreed, contractors shall carry out their work in such a manner as not to affect the safety of other hall user nor to be in breach of the Parish Hall own health and safety policy.
- Any alterations or additions to the electrical installations or equipment must conform to the current regulations of the institute of Electrical Engineers and be certified upon completion.
- Alterations and additions to the gas pipework and installation shall only be carried out by qualified person (s) and certified as complying with the Gas Safety (Installation and Use) Regulations

Insurance

The company providing the hall's Employer's Liability and Public Liability Insurance Cover is:

Name and address of insurer:

Ansvar Insurance
 Ansvar House
 31 St Leonards Road
 Eastbourne, BN21 3UR
 0345 60 20 999

Telephone No. of Insurer

Policy number

CCP 2193775

Date of Renewal

16/02/2019

The user of the hall must ensure they do not contravene the endorsements and conditions of insurance. A copy of the insurance policy may be inspected upon request made to the booking secretary.

Review of Health and Safety Policy

The management committee will review this policy annually. The next renewal is due in **March 2019**

Reports to management committee. Committee members with responsibility for aspects of health and safety will report to the committee at every meeting, including any accidents, faults, misuse by hirers or other matters which could affect the health and safety of employees, volunteers or users.

Part 4 Risk Assessment

RISK ASSESSMENT RECORD			
Whitley Chapel Parish Hall		Assessor: Austin Iliffe	Date: December 2017
Area Car park and exterior area		Persons at risk: Hall users, volunteers and contractors	
Hazard	Frequency	Severity	Risk Rating (Frequency + Severity)
1. Tripping and falling-poor maintenance	Improbable	Major	4
2. Tripping and falling - inadequate lighting	Improbable	Major	4
3. Tripping and falling - no handrail	Improbable	Major	4
4. Tripping and falling – snow/ice	Occasional	Major	6
5. Window cleaning	improbable	Major	4
Note – A Risk Rating of 5 or more requires further action			
Present Control Measures			
Measure	Adequate Yes or No		Suggested Improvements
1.Regular inspection, repair as needed	Yes		None
2.Regular inspection/testing, feed-back from users, repair as required	Yes		None
3. Handrail to playing field access. None	No		Annual inspection
4. None	No		Regular inspection during periods of snow and ice accumulation. Treat effected surfaces with grit and salt
5.None	No		Regular inspection to ensure access areas are clear of rubbish etc.
Further Action and Recommendations			
Appoint responsible person to carry out inspections items 1 to 5			
Risk Rating Scores			
Probable Frequency		Severity	
1 Improbable		1 Trivial injuries	
2 Possible		2 Minor Injuries	
3 Occasional		3 Major injury to one person	
4 Frequent		4 Major injuries to many people	
5 Regular		5 Death of one person	
6 Common		6 Multiple deaths	
Date Reported to Management Committee March 20018			
Review Date March 2019			

RISK ASSESSMENT RECORD			
Whitley Chapel Parish Hall	Assessor: Austin Iliffe	Date; December 2017	
Area: Main entrance to hall		Persons at Risk: Hall users, volunteers and contractors	
Hazard	Frequency	Severity	Risk Rating (Frequency + Severity)
1. Tripping and falling – loose carpet matts	Possible	Major	5
2. Tripping and falling – boxes of books	Possible	Major	5
3. Book shelves pulled over	Improbable	Major	4
4			
5			
6			
Note – A Risk Rating of 5 or more requires further action			
Present Control Measures			
Measure	Adequate Yes or No		Suggested Improvements
1. None	No		Remove carpet matt
2. None	No		Remove boxes of books Post notice asking donors to leave books on table in supper room
3. None	No		Secure shelves to the wall
Further Action and Recommendations			
Implement suggested improvements 1 to 3			
Risk Rating Scores			
Probable Frequency	Severity		
1 Improbable	1 Trivial injuries		
2 Possible	2 Minor Injuries		
3 Occasional	3 Major injury to one person		
4 Frequent	4 Major injuries to many people		
5 Regular	5 Death of one person		
6 Common	6 Multiple deaths		
Date Reported to Management Committee March 2018			
Review Date March 2019			

RISK ASSESSMENT RECORD			
Whitley Chapel Parish Hall	Assessor: Austin Iliffe	Date: December 2017	
Area: Rear entrance hall		Persons at Risk; Hall users, volunteers and contractors	
Hazard	Frequency	Severity	Risk Rating (Frequency + Severity)
1. Loose carpet matt	possible	Major	5
2. Electric shock from portable appliance	Improbable	Major	4
Note – A Risk Rating of 5 or more requires further action			
Present Control Measures			
Measure	Adequate Yes or No		Suggested Improvements
1. None	No		Remove carpet matt
2. Annual PAT testing	No		Monthly inspection of electric cords and plugs
Further Action and Recommendations			
Implement suggested improvements			
Risk Rating Scores			
Probable Frequency		Severity	
1 Improbable		1 Trivial injuries	
2 Possible		2 Minor Injuries	
3 Occasional		3 Major injury to one person	
4 Frequent		4 Major injuries to many people	
5 Regular		5 Death of one person	
6 Common		6 Multiple deaths	
Date Reported to Management Committee March 2018			
Review Date March 2019			

RISK ASSESSMENT RECORD			
Whitley Chapel Parish Hall	Assessor Austin Iliffe	Date December 2017	
Area Meeting room		Persons at Risk: Hall users, volunteers and contractors	
Hazard	Frequency	Severity	Risk Rating (Frequency + Severity)
1. Cable connection to overhead projector	possible	Major	5
2. Electric shock from portable appliances	Improbable	Major	4
3			
4			
5			
6			
Note – A Risk Rating of 5 or more requires further action			
Present Control Measures			
Measure	Adequate Yes or No		Suggested Improvements
1. None	No		Use step ladder to attach cable with another person holding steps steady. Fix notice to overhead projector
2. Annual PAT testing	No		Monthly inspection of cords and plugs
Further Action and Recommendations			
Implement suggested improvements			
Risk Rating Scores			
Probable Frequency		Severity	
1 Improbable		1 Trivial injuries	
2 Possible		2 Minor Injuries	
3 Occasional		3 Major injury to one person	
4 Frequent		4 Major injuries to many people	
5 Regular		5 Death of one person	
6 Common		6 Multiple deaths	
Date Reported to Management Committee March 2018			
Review Date March 2019			

RISK ASSESSMENT RECORD

Whitley Chapel Parish Hall	Assessor Austin Iliffe	Date December 2017
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Area: Cleaning cupboard	Persons at Risk: Hall users, volunteers and contractors
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Hazard	Frequency	Severity	Risk Rating (Frequency + Severity)
1 Cleaning chemicals:ingestion	possible	Major	5
2 Cleaning chemicals; damage to skin	Possible	Trivial	3
3 Electric shock from portable appliances	Improbable	Major	4
4			
5			
6			

Note – A Risk Rating of 5 or more requires further action

Present Control Measures

Measure	Adequate Yes or No	Suggested Improvements
1. None	No	Store cleaning chemicals on high shelf. Post notice to this effect
2. None	No	Provide protective gloves, post notice to advice use
3. None	No	Monthly inspection of electrical chord's and plugs

Further Action and Recommendations

Implement suggested improvements

Risk Rating Scores

Probable Frequency	Severity
1 Improbable	1 Trivial injuries
2 Possible	2 Minor Injuries
3 Occasional	3 Major injury to one person
4 Frequent	4 Major injuries to many people
5 Regular	5 Death of one person
6 Common	6 Multiple deaths

Date Reported to Management Committee March 2018

Review Date March 2019

RISK ASSESSMENT RECORD

Whitley Chapel Parish Hall	Assessor : Austin Iliffe	Date December 2017
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Area: Store cupboard **Persons at Risk: Hall users, volunteers and contractors**

Hazard	Frequency	Severity	Risk Rating (Frequency + Severity)
1.Badly stacked tables in storage trolleys	Occasional	Minor	4
2. Room untidy	Occasional	Minor	5
3. Binding storage door	Possible	Minor	4
4. Untidy storage cupboard	Occasional	Trivial	4
5.Loose and missing bolt to storage trolleys	Possible	Minor	4

Note – A Risk Rating of 5 or more requires further action

Present Control Measures

Measure	Adequate Yes or No	Suggested Improvements
1.None	No	Notice warning of hazard and instruction to secure tables with restraining strap before moving them
2. None	No	Clear out unused items and tidy up
3.None	No	Refit Door
4.None	No	Clear out unused items and tidy up
5.None	No	Carry out maintenance work

Further Action and Recommendations

- 1. Table trolleys in need of maintenance work. Tighten/replace bolts on framework, lubricate wheels**
- 2. Storage cupboard door needs refitting to eliminate binding**
- 3. Implement other suggested improvements**

Risk Rating Scores

Probable Frequency	Severity
1 Improbable	1 Trivial injuries
2 Possible	2 Minor Injuries
3 Occasional	3 Major injury to one person
4 Frequent	4 Major injuries to many people
5 Regular	5 Death of one person
6 Common	6 Multiple deaths

Date Reported to Management Committee March 2018

RISK ASSESSMENT RECORD			
Whitley Chapel Parish Hall		Assessor Austin Iliffe	Date December 2017
Area; Small kitchen		Persons at Risk; hall users, volunteers and contractors	
Hazard	Frequency	Severity	Risk Rating (Frequency + Severity)
1.. Scolding, water heater	Possible	Minor	4
2. Slipping on wet floor	Possible	Minor	4
3. Electric shock from portable appliances	Improbable	Major	4
4			
5			
6			
Note – A Risk Rating of 5 or more requires further action			
Present Control Measures			
Measure	Adequate Yes or No		Suggested Improvements
1. None	No		Provide stool to raise hot water receptacle closer to heater tap
2. Notice posted	Yes		None
3. Annual PAT testing	No		Monthly inspection of cords and plugs
Further Action and Recommendations			
<ul style="list-style-type: none"> Implement suggested improvements 			
Risk Rating Scores			
Probable Frequency		Severity	
1 Improbable		1 Trivial injuries	
2 Possible		2 Minor Injuries	
3 Occasional		3 Major injury to one person	
4 Frequent		4 Major injuries to many people	
5 Regular		5 Death of one person	
6 Common		6 Multiple deaths	
Date Reported to Management Committee March 2018			
Review Date March 2019			

RISK ASSESSMENT RECORD			
Whitley Chapel Parish Hall		Assessor Austin Iliffe	Date December 2017
Area; Stage		Persons at Risk; hall users, volunteers and contractors	
Hazard	Frequency	Severity	Risk Rating (Frequency + Severity)
1.Access to storage loft	Frequent	Major	7
2.Stairr access to stage, fall due to unseen stair in subdued lighting	Frequent	Major	7
3.Electric shock from portable appliances	Improbable	Major	4
4			
5			
6			
Note – A Risk Rating of 5 or more requires further action			
Present Control Measures			
Measure	Adequate Adequate Yes or No		Suggested Suggested Suggested Improvement
1.None	No		Provide secure dedicated access ladder
2.hazard warning tape on stair edge	No		Replace worn tape
3.Annual PAT testing	No		Monthly inspection of cords and plugs, ensure equipment brought in is PAT tested
Further Action and Recommendations			
<ul style="list-style-type: none"> • Implement suggested improvements 			
Risk Rating Scores			
Probable Frequency		Severity	
1 Improbable		1 Trivial injuries	
2 Possible		2 Minor Injuries	
3 Occasional		3 Major injury to one person	
4 Frequent		4 Major injuries to many people	
5 Regular		5 Death of one person	
6 Common		6 Multiple deaths	
Date Reported to Management Committee March 2018			
Review Date March 2019			

RISK ASSESSMENT RECORD			
Whitley Chapel Parish Hall	Assessor Austin Iliffe	Date December 2017	
Area: Main Hall and supper room		Persons at Risk; Hall users, volunteers and contractors	
Hazard	Frequency	Severity	Risk Rating (Frequency + Severity)
1.Overcrowding	Improbable	Multiple deaths	7
1.Seating arrangement failing to provide emergency exit isles	Possible	Multiple deaths	8
3.Obstruction of emergency exit routes	Possible	Multiple deaths	8
4.Tables falling from transport trolleys	Possible	Minor injuries	4
5.Failing to use chair transport trolleys	Possible	Minor injuries	4
6.Underage drinking	Possible	Major injury	5
7.Slipping on wet floors	Possible	Minor injuries	4
8.Electric shock from portable appliances	Improbable	Major	4
Note – A Risk Rating of 5 or more requires further action			
Present Control Measures			
Measure	Adequate Yes or No	Suggested Improvements	
1.None	No	Agree policy and post signs. Ensure booking is clear on numbers	
2.None	No	Ensure booking conditions are clear on this point. Post notice	
3.None	No	Ensure booking conditions are clear on this point. Post notice	
4.None	No	Ensure trolleys in good state of repair. Post notice in storage room	
5.None	No	Ensure booking conditions are clear on this point. Post notice in storage room	
6.Permit to use hall licence required	Yes	Cover in booking conditions	
7.Portable hazard warning signs provided	Yes	None	
8.Annual PAT testing	No	Monthly inspection of cords and plugs. Ensure equipment brought has been PAT'ed	
Further Action and Recommendations			
1. Urgent need for booking conditions. All bookings to be conditional upon acceptance of these conditions.			

2. On line booking system needed to implement acceptance of booking conditions and assist with invoicing
3. Policy decision on room occupancy numbers.
4. Implement suggested improvements.

Risk Rating Scores

Probable Frequency	Severity
1 Improbable	1 Trivial injuries
2 Possible	2 Minor Injuries
3 Occasional	3 Major injury to one person
4 Frequent	4 Major injuries to many people
5 Regular	5 Death of one person
6 Common	6 Multiple deaths

Date Reported to Management Committee March 2018

Review Date March 2019

RISK ASSESSMENT RECORD			
Whitley Chapel Parish Hall		Assessor Austin Iliffe	Date December 2017
Area: Kitchen		Persons at Risk: Hall users, volunteers and contractors	
Hazard	Frequency	Severity	Risk Rating (Frequency + Severity)
1.Hot Surfaces	Possible	Minor	4
2.Sharp implements	Possible	Minor	4
3.Filling vessels from water boiler	Frequent	Minor	6
4.Wet floors	Possible	Minor	4
5.Electric shock from portable appliance	Improbable	Major	4
6			
Note – A Risk Rating of 5 or more requires further action			
Present Control Measures			
Measure	Adequate Yes or No		Suggested Improvements
1.Instructions to users posted	Yes		None
2.Instructions to users posted	Yes		None
3.Portable stool provided to raise vessel close to boiler tap	Yes		None
4.Portable hazard signs provided	Yes		Store sign in kitchen
5.Annual PAT testing	No		Monthly inspection of cords and plugs
Further Action and Recommendations			
1.Annual review of instructions for kitchen use 2.Implement suggested improvements			
Risk Rating Scores			
Probable Frequency		Severity	
1 Improbable		1 Trivial injuries	
2 Possible		2 Minor Injuries	
3 Occasional		3 Major injury to one person	
4 Frequent		4 Major injuries to many people	
5 Regular		5 Death of one person	
6 Common		6 Multiple deaths	
Date Reported to Management Committee March 2018			
Review Date March 2019			

RISK ASSESSMENT RECORD			
Whitley Chapel Parish Hall		Assessor Austin Iliffe	Date December 2017
Area: Boiler room		Persons at Risk: Hall users, volunteers and contractors	
Hazard	Frequency	Severity	Risk Rating (Frequency + Severity)
1.Accumalation of rubbish	1	6	7
2.Inflammable items stored on or near boiler	1	6	7
3.Oil leak	2	6	8
4			
5			
6			
Note – A Risk Rating of 5 or more requires further action			
Present Control Measures			
Measure	Adequate Yes or No		Suggested Improvements
1.None	No		Monthly inspection and removal of rubbish
2.None	No		Monthly inspection and removal of inflammable items
3.None	No		Weekly inspection
Further Action and Recommendations			
Implement the suggested improvements			
Risk Rating Scores			
Probable Frequency		Severity	
1 Improbable		1 Trivial injuries	
2 Possible		2 Minor Injuries	
3 Occasional		3 Major injury to one person	
4 Frequent		4 Major injuries to many people	
5 Regular		5 Death of one person	
6 Common		6 Multiple deaths	
Date Reported to Management Committee March 2018			

Review Date March 2019

RISK ASSESSMENT RECORD

Whitley Chapel Parish Hall Assessor: Austin Iliffe Date: December 2017

Area: Toilets Persons at Risk: Hall user, volunteers and contractors

Hazard	Frequency	Severity	Risk Rating (Frequency + Severity)
1. Wet floors	2	2	4
2. Cleaning materials	2	2	4
3.			
4			
5			
6			

Note – A Risk Rating of 5 or more requires further action

Present Control Measures

Measure	Adequate Yes or No	Suggested Improvements
1. Potable hazard signs provided	No	Store hazard sign in each toilet
2. Storage cupboard provided	Yes	Regular Inspection to ensure none are left in toilets

Further Action and Recommendations

Implement suggested improvements

Risk Rating Scores

Probable Frequency	Severity
1 Improbable	1 Trivial injuries
2 Possible	2 Minor Injuries
3 Occasional	3 Major injury to one person
4 Frequent	4 Major injuries to many people
5 Regular	5 Death of one person
6 Common	6 Multiple deaths

Date Reported to Management Committee March 2018

Review Date March 2019

RISK ASSESSMENT RECORD			
Whitley Chapel Parish Hall		Assessor: Austin Iliffe	
Area: Maintenance		Date: December 2017	
		Persons at Risk: Volunteers and contractors	
Hazard	Frequency	Severity	Risk Rating (Frequency + Severity)
1.Falls from Ladders	2	3	5
2.Working alone	1	3	4
3.Electric shock from appliances	1	5	6
4.			
5			
6			
Note – A Risk Rating of 5 or more requires further action			
Present Control Measures			
Measure	Adequate Yes or No		Suggested Improvements
1.None	No		Ladder to be properly secured
2.None	No		2 people to be present or single person notifies someone else of activities intended
3.Annual PAT testing	No		Monthly inspection of cables and plugs
Further Action and Recommendations			
Implement suggested improvements			
Risk Rating Scores			
Probable Frequency		Severity	
1 Improbable		1 Trivial injuries	
2 Possible		2 Minor Injuries	
3 Occasional		3 Major injury to one person	
4 Frequent		4 Major injuries to many people	
5 Regular		5 Death of one person	
6 Common		6 Multiple deaths	
Date Reported to Management Committee March 2018			
Review Date March 2019			

