

RISK ASSESSMENT

WOOLASTON MEMORIAL HALL & PLAYING FIELDS.

Date of next review: Annually at the time of the AGM.

It is the duty of all hirers, users and visitors to take care of themselves and others who may be affected by their activities and to co-operate with the Committee in keeping the premises, including the grounds, safe and fit for purpose. Should anyone using the Hall or playing field come across a fault, damage or other situation which might cause injury, and which cannot be rectified they should inform the Committee as soon as possible so the problem can be dealt with. Where Village Hall equipment is damaged that damage should be reported to the Booking Officer.

This Risk Assessment should be read in conjunction with Woolaston Memorial Hall's Health, Safety and Risk Management Policy and Terms & Conditions of Hire which can be located on the hall's website.

What are the hazards?	Level of Risk Low/Medium/High	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?
Building & Property: Slips, trips, and falls (e.g., on uneven surfaces, wet floors), faulty electrical appliances, poor maintenance of the building structure.	Medium	Cleaner/Caretaker to put up signage for wet floor after cleaning. Cleaner/Caretaker to alert committee of any issues. Committee to monitor the hall and identify any issues.	Ongoing monitoring.	Key committee officers identified by the Chair of the committee Cleaner/Caretaker	As and when required in a timely manner.

Poor external lighting of footpaths to hall entrances. Uneven external footpaths to the hall.		Hirers informed they must alert Booking Officer of any issues. Improved lighting along all paths to the hall. Safely rail on sloping path. Monitoring tree root growth affecting footpaths	Obtain advice from a tree surgeon to examine tree root growth through path to front entrance causing potential trip hazard.		
Equipment: malfunctioning electricals, damaged or unstable furniture, faulty kitchen equipment. Defibrillator low battery [Battery light should always be green}	Low	Cleaner/Caretaker to alert committee of any issues. Committee to monitor the hall and identify any issues. Hirers are required to alert Booking Officer of any issues. Clear visual signage on how to stack and store furniture in storage room.	Ongoing monitoring Parish Council to be alerted if the Defibrillator Battery light is showing orange or red!	Key committee officers identified by the Chair of the committee.	As and when required in a timely manner.
Fire Safety: Inadequate fire exits, no fire extinguishers, poor evacuation procedures	Low	Fire Extinguishers in place. Fire Exits Clearly sign posted. Fire Extinguisher & Fire Blanket in the Kitchen.	Follow any advice and guidance provided by the annual official safety checks.	Committee Fire Safety Officer	Undertaken annually following formal safety checks or

		Committee has a Fire Safety Officer. Annual Decibel check of fire alarms. Annual Fire Service check of fire extinguishers, lighting etc. Evacuation Signage on Display in Entrance Hall.	Fire Safety Service to be called if there are any concerns identified.		sooner if there is any issues identified.
Chemicals: Improper storage of cleaning products and paints, leading to potential poisoning or skin irritation	Low	Cleaning materials must be stored away in designated secure cupboards. Paints etc stored away in secured shed.	Ongoing monitoring	Cleaner/Caretaker Any committee members responsible for DIY work.	As and when required in a timely manner.
Activities: Risks associated with specific events or activities, such as crowds at an event or food hazards during a bake sale etc. First Aid issues.	Medium	Risk Assessments in place for specific events run by the Hall committee. E.g. Carnival, Farmers' Market. Regular classes, groups and clubs are required to have their own risk assessments specified for their activity. Advice received for Forest of Dean District Council regarding food safety requirements for Farmers' Market and Carnival received. First Aid Kit and Record book on display in the kitchen.	Remind Regular Groups, Classes and Clubs that they are required to have their own risk assessment pertinent to their activity.	Lead committee organiser of specific events to review event Risk Assessment.	As and when required in a timely manner.

			Contact the Forest of Dean District Council if any further advice is required regarding selling food items at events. First Aid Kit regularly		
Playing Field Areas: Skate ramps/Basketball post faulty equipment Children's Play area faulty equipment. Car Park overcrowding. The field – trips from mole hills. Dog faeces. Litter	Medium	Following recommendations from annual ROSPA inspection in April. At busy times open the field for extra parking. Booking Officer to alert Football Club. Ongoing monitoring of the field. Parish Council Provide Dog Bins around the field. Bins provided next to play area and in the Bin Store Litter is picked by employee of Parish Council.	Refer to specific recommendations in the ROSPA report and complete these recommendations in a timely manner. The committee are considering an extension to the car park when funds allow. Ongoing monitoring	Key committee officers identified by the Chair of Woolaston Memorial Hall committee. Football Club Committee regularly monitor the field.	As and when required in a timely manner as per ROSPA recommendations. Ongoing. Ongoing

