**Digby Village War Memorial Hall Risk Assessment**

**Date of risk assessment……………………………………………..  
Event Name………………………………………………………………………………………………**

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| **What are the hazards ?** | **Who might be harmed and how ?** | **What are you already doing ?** | **What further action is necessary ?** | **Action by whom ? Name or Group** | **Action by when ?** | **Date completed** |
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| **Car Park**  Slips, trips & falls  Eg: Uneven surface of carpark, cleaning of floors etc… | Users of the hall & visitors in general may suffer injuries such as fractures or bruising if they slip, trip on uneven surfaces or spillages | Car park surface inspected regularly, lighting where possible. Users of hall to clear up spillages immediately & know where this equipment is kept. | Car park surface inspection regularly & repaired when required.  Lighting on & around hall to be checked. Trees and weeds to be maintained. | Management Committee or Leader of User group hiring hall.  Hall cleaner to maintain floors & carpets with correct equipment according to labelling on products and/or equipment |  |  |
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| **Kitchen & Bar Area** risks of Cuts, Fractures, Spillages etc | Users of the hall & visitors in general may suffer injuries, fractures, bruising or cuts if they slip, trip on wet surface or uneven flooring | Floors, surfaces to be inspected regularly & checked for damage. All electrical equipment eg; fridges, cookers, water heaters, kettles etc | Fridges, cookers, kettles etc to be maintained and annually checked for safety & compliance. | Village hall committee &/or User/hirer groups  Cleaner to maintain floors & carpets with correct equipment supplied according to labelling on products and/or equipment manufactures recommendations |  |  |
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| **Working at height** Eg; changing light bulbs, cleaning windows, outing up decorations etc… | Anyone working at any height could suffer injuries, possibly very serious should they fall | Hall users know (through hire agreement) that they are responsible for using ladders safely | No further action needed at this time but continuous monitoring and observation | Village hall committee &/or User/hirer groups |  |  |
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| **Hazardous Substances**  Eg; cleaning equipment & products | The cleaner & hall user groups cleaning, risk skin problems, eg; dermatitis, and eye damage, from direct contact with cleaning chemicals. Vapour may cause breathing issues | Cleaning products stored securely in a cupboard | Hirers of the hall are aware of their responsibilities via the hire agreement and to report any problems in the accident book | Hirers of the hall to report any problem or accident to Village hall committee or Bookings Clerk |  |  |
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