

## This is the Risk Assessment for the Halls at Easter Compton - 2023

H	High	There is a high chance that a serious hazard will happen and we need to mitigate it
M	Medium	There is a medium chance of a moderate hazard happening
L	Low	There is a low chance of a minor hazard happening, but it should not be dismissed

No	Risk / Hazard	Who might be harmed	Initial Level	Preventive measures	Final level	Notes
<b>Electrical</b>						
	Electrical shock Power not working	Everyone	L	All electrical circuits are RCB protected	L	See the handbook for the location of consumer units
	Electrical shock	Everyone	L	All portable electrical items belonging to the Hall are PAT tested annually	L	
<b>Gas</b>						
	Leak. (The only gas is for the central heating boiler and is in the Carnival kitchen)	Everyone	L	Gas boiler is serviced every year by a "Gas Safe" approved engineer	L	For the location of gas valve see the handbook
<b>Water</b>						
	Leak	Everyone	L	Stop the supply of water	L	For the location of water stop taps see the handbook
	Spillage	Everyone	M	Mops provided for cleaning up	L	
<b>Fire</b>						
		Everyone	M	H <sub>2</sub> O and CO <sub>2</sub> fire extinguishers provided	L	Serviced annually
		Everyone	M	Smoke and heat detectors installed	L	
<b>Break in</b>						
	Break in and damage or theft from building	Committee	M	Burglar alarm installed and set when building is empty	L	
	Building not left secure	Hirer	H	Closing up instructions set at time of booking. Key should be returned to key safe. Building not left empty for long periods of time	M	
<b>Temperature</b>						
	High temperature	Everyone	L	Windows and doors can be opened to allow air to circulate	L	
	Low temperature	Everyone	M	Central heating provided	L	

No	Risk / Hazard	Who might be harmed	Initial Level	Preventive measures	Final level	Notes
<b>Medical</b>						
	Major Accident	Everyone	L	Phone 999. Inform full postal address is <i>The Halls at Easter Compton Main Road Easter Compton. South Gloucestershire BS35 5SJ</i>	L	
	Heart attack	Everyone	L	Phone 999 Defibrillator located on front of building	L	Checked monthly
	Minor Injuries & first aid	Everyone	M	First aid kits are located in both kitchens and behind the bar	L	
<b>Slips and trips</b>						
	Slips and trips outside in the dark	Everyone	M	The entrance lane and car-park have lights that are on timers (dust to midnight)	L	
	Slips and trips inside	Everyone	L	Good housekeeping. Any issues should be picked up on monthly checks	L	
	Decorating hall, reaching dado rails	Hirers	M	Good quality ladder is provided	L	
	Crush of fingers in door jams	Young children	L	Young children should be supervised at all times	L	
	Table legs	Everyone	L	Care should be taken when setting up and putting away the Go-Pak tables. Tables should not be stood on	L	
<b>Alcohol</b>						
	Underage drinking	Under 18	M	All bar staff trained to challenge under 25	L	
	Intoxicated	Everyone	L	Bar staff will not sell to people who are drunk	L	
	Secondary sale - When hall is hired without a bar and the hirer sells alcohol to their guests	Hirer and committee	H	Clearly states on the booking form that this must not happen.	L	We could lose our licence as well as a £1000 fine if this happens
<b>Traffic</b>						
	Fast moving traffic on the main road	Young children	H	Front gates can be closed during children's parties	M	
	Slow moving vehicles in the car park	Young children	H	Children should not play in the car park. If event happening in the car park then no cars allowed.	M	
<b>Events</b>						
	Maximum numbers	Hirers	M	Maximum number of people is 100 in each hall. This is stated on the booking form	L	
	Excessive noise	Hirers	M	Noise should be kept to a minimum and must finish before midnight	L	