

# RISK ASSESTMENT



Location	Roughton Village Hall
Room	Kitchen

Activities/Hazards	Who/what may be harmed?	What is done now?	How bad is the risk?	What needs to be done?	By when?
Oven	All	No young people can use it unless supervised by an adult	Medium	Keep as it is	N/A
Knives	All	Kept out of reach of everyone and only used by an adult	Medium	Keep as it is	N/A
Heater	All	Not used except by an adult	Low	Keep as it is	N/A
Urn	All	Do not use	Low	Keep as it is	N/A
Hatchway Board	All	Secure hatch on latch	Low	Keep as it is	N/A
Kettle	All	Keep out of reach of the members and only used by an adult	Low	Keep as it is	N/A
Fire Extinguisher	All	Not to be used	Low	Keep as it is	N/A
De-Humidifier	All	Not used during sessions	Low	Keep as it is	N/A

Date Completed	August 2016
To Be Reviewed	September 2017

Signed	
Dated	

# RISK ASSESTMENT



Location	Roughton Village Hall
Room	Main Room

Activities/Hazards	Who/what may be harmed?	What is done now?	How bad is the risk?	What needs to be done?	By when?
Piano	All	Don't Use	Low	Keep as it is	N/A
Heaters	All	They get switched off prior to the start of the session	Medium	Request guards are fitted	ASAP
Curtains	Members	Hanging and tied back	Low	Keep as it is	N/A
Floor	All	Nothing	Low	Request the floor to be replaced	ASAP
Rope (above main door)	Members	Nothing as not sure where it leads to	Low	Request it be removed if possible or put hanging higher up.	ASAP
Main Door	All	Door kept closed while sessions are in progress	Low	Keep as it is	N/A
Fire Extinguisher	All	Not to be used	Low	Keep as it is	N/A

Date Completed	August 20016
To Be Reviewed	September 2017

Signed	
Dated	

# RISK ASSESTMENT



Location	Roughton Village Hall
Room	Toilets

Activities/Hazards	Who/what may be harmed?	What is done now?	How bad is the risk?	What needs to be done?	By when?
Frost Heaters	All	Make sure everyone is aware they might be on	Low	Keep as it is	N/A
Baby Changing Unit	Babies	Not allowed to be left on the table	Low	Keep as it is	N/A

Date Completed	August 2016
To Be Reviewed	September 2017

Signed	
Dated	

# RISK ASSESTMENT



Location	Roughton Village Hall
Room	Store Room

Activities/Hazards	Who/what may be harmed?	What is done now?	How bad is the risk?	What needs to be done?	By when?
Tables	All	Only adults allowed in	Low	Keep as it is	N/A
Chairs	All	Only adults allowed in	Low	Keep as it is	N/A
Ladders	All	Only adults allowed in	Low	Keep as it is	N/A
Lawn Mower	All	Only adults allowed in	Low	Keep as it is	N/A
Boards	All	Only adults allowed in	Low	Keep as it is	N/A
Ramp	All	Only adults allowed in	Low	Keep as it is	N/A
Fire Exit	All	Kept shut at all times	Low	Keep as it is	N/A

Date Completed	August 2016
To Be Reviewed	September 2017

Signed	
Dated	

# RISK ASSESTMENT



Location	Roughton Village Hall
Room	Outside

Activities/Hazards	Who/what may be harmed?	What is done now?	How bad is the risk?	What needs to be done?	By when?
Main Road	All	Limit what is done outside	Medium	Keep as it is	N/A
Cars	All	Any outside activities are done away from the front of the hall	Low	Keep as it is	N/A
Fence	All	Make sure everyone is kept away from the fence	Low	Keep as it is	N/A
Hedge	All	Do not do anything near it	Low	Keep as it is	N/A

Date Completed	August 2016
To Be Reviewed	September 2017

Signed	
Dated	