

## Stoke village hall - Master Risk Assessment

25/05/2021 – Rev3

<b>Area/Activity Assessed</b>	Stoke village Hall all Areas, Ground and First Floor, Kitchen, WC's	<b>Date</b>	05/05/2021
<b>Assessment Completed By</b>	Terry Wickham TWS Consultancy Ltd	<b>Person(s) Consulted</b>	MD, All office occupants

<b>Persons Exposed</b>	<b>Staff</b>	<input checked="" type="checkbox"/>	<b>Contractors</b>	<input checked="" type="checkbox"/>	<b>Young Person</b>	<input checked="" type="checkbox"/>	<b>Expectant Mothers</b>	<input type="checkbox"/>	<b>Visitors and/or Public</b>	<input checked="" type="checkbox"/>	<b>Trespassers</b>	<input checked="" type="checkbox"/>
<b>Frequency of Exposure</b>	<b>Continually</b>	<input checked="" type="checkbox"/>	<b>Hourly</b>	<input checked="" type="checkbox"/>	<b>Daily</b>	<input checked="" type="checkbox"/>	<b>Weekly</b>	<input type="checkbox"/>	<b>Monthly</b>	<input type="checkbox"/>	<b>Yearly</b>	<input type="checkbox"/>
<b>Duration of Exposure</b>	<b>Less than 1hr</b>	<input type="checkbox"/>	<b>1-2 hrs</b>	<input type="checkbox"/>	<b>3-4 hrs</b>	<input type="checkbox"/>	<b>5-6 hrs</b>	<input type="checkbox"/>	<b>7-8 hrs</b>	<input checked="" type="checkbox"/>	<b>More than 8 hrs</b>	<input checked="" type="checkbox"/>

<b>Probability (Prob)</b>	5=Very Likely, 4= Likely, 3= Quite Possible, 2= Possible, 1= Unlikely		<b>0-8 - Low risk = No Action Required.</b>
<b>Severity (Sev)</b>	5=Catastrophic, 4=Major, 3=Moderate, 2=Minor, 1=Insignificant		<b>9-15 - Medium risk = Ensure adequate controls are in use.</b>
			<b>16-25 - High Risk = Stop operation and implement adequate control measures</b>

**This Risk Assessment & Control Measures has been established following consultation with local councillors and other relevant persons.**

No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Sev	Prob	Risk		Sev	Prob	Risk	
1	Fire	5	3	<b>15</b> high	<ul style="list-style-type: none"> <li>➤ Smoking is strictly prohibited in all the hall. Any smoking is outside only.</li> <li>➤ Fire extinguishers are in place and are tested, maintained, and serviced by competent qualified third-party company at pre-determined intervals as required by Law.</li> <li>➤ Fire signage is displayed throughout.</li> <li>➤ Housekeeping standards checked regularly to ensure that no obstructions are left blocking potential fire and emergency access and egress routes.</li> <li>➤ Specific fire risk assessment completed and reviewed annually.</li> <li>➤ Regular fire equipment and control checks visually.</li> <li>➤ All known potential fire hazards and ignition sources considered and appropriately removed to eliminate or significantly reduce fire hazard.</li> <li>➤ No storage of fuels.</li> </ul>	5	2	<b>10</b> medium	
2	Poor Housekeeping	3	3	<b>9</b> medium	<ul style="list-style-type: none"> <li>➤ The hall is to be kept clean and tidy after use.</li> <li>➤ No obstructions to be left in and around hallways and designated walkways.</li> <li>➤ No materials or office equipment left in or around hallways and designated walkways.</li> <li>➤ Deliveries dealt with promptly and removed as to not create obstructions and bottlenecks in hallways etc.</li> </ul>	3	2	<b>6</b> low	

**Stoke village hall - Master Risk Assessment**

25/05/2021 – Rev3

<b>3</b>	Electrocution from equipment, faulty electrical goods, and appliances	4	4	<b>16</b> high	<ul style="list-style-type: none"> <li>➤ In-house maintenance staff ensure all equipment remains in good condition.</li> <li>➤ Daily visual inspection completed by staff. Electrical items are PAT tested on an annual basis for fixed electrical equipment, with portable appliances tested in-house by the storeman who holds a current PAT testing certificate.</li> </ul>	4	3	<b>12</b> medium	
<b>4</b>	COVID-19 and general hygiene	3	3	<b>9</b> medium	<ul style="list-style-type: none"> <li>➤ Enhanced hygiene protocols in place throughout</li> <li>➤ During pandemic UK Gov guidance is followed to ensure social distancing is maintained. Restrict numbers for meeting etc. to a maximum of 40 persons seated including councillors during meetings at the village hall. Use one-way systems for access and egress if available. Windows and doors to be left open wherever possible to allow for ventilation.</li> <li>➤ Encourage self-care and helping others mentality e.g., wiping down touchpoints and other communal shared facilities.</li> <li>➤ Hygiene signage prompts to assist site users in using PPE and hygiene products as provided.</li> <li>➤ Maintain social distancing rules as much as it is practicable to do so, observing 2M rule at all times.</li> <li>➤ Avoiding handshakes and personal greetings as much as possible until risk levels are deemed acceptably low by WHO and UK Government</li> <li>➤ Virtual meetings.</li> </ul>	3	2	<b>6</b> low	
<b>5</b>	Environmental / Waste Management	3	3	<b>9</b> medium	<ul style="list-style-type: none"> <li>➤ Ensure that waste is correctly segregated.</li> <li>➤ The Waste Hierarchy is considered throughout the site – Reduce, Reuse, Recycle, Refuse</li> <li>➤ Ensure that visitors are aware of correct use of receptacles,</li> <li>➤ Ensure that all waste receptacles are located away from traffic, securely stored, and labelled correctly.</li> <li>➤ Ensure that loose waste is removed.</li> </ul>	3	2	<b>6</b> low	

**ACTION ARISING FROM RISK ASSESSMENT**

No	Risk Rating	Action Required:	Person (s) Responsible	Target Date	Date Completed
All	Various	All control measures in <b>RED</b> are identified areas for improvement and are currently in development, these control measures will be reviewed by senior management and implemented at the earliest opportunity.	-	-	-