

# Fairlight Parish Council

## Risk Assessment



<b>LOCATION</b>	Fairlight Village Hall Broadway Fairlight East Sussex TN354DA	<b>WORK ACTIVITY/TASK</b>	Drop In Social Hub	<b>DATE OF EVENT</b>	Weekly Mondays 10am to 4pm
<b>WORK AREA</b>	ENTRANCE HALL SMALL HALL – Main meeting and socialising area KITCHEN – Preparation of teas, coffees and cooking of lunch TOILETS  <i>Venue providing tables and chairs</i>	<b>NAMES AND PHONE NUMBERS OF STAFF TEAM</b>	*CAROL SHARPE - CO-ORDINATOR - 07967 396594 ANN HOHENKERK - 2nd IN COMMAND 07725 460889 EILEEN BROOM – 07949 426498 SUE BROOKER SUE GREENUP DEREK GREENUP		
<b>NAME OF ASSESSOR</b>	Carol Sharpe				
<b>DATE OF ASSESSMENT</b>	1st April 2023				

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No	Hazard	Potential Injury/ incident	Who Might be harmed	Existing Controls	Primary Risk Rating			Additional Controls	Primary Risk Rating		
					S	L	RR		S	L	RR
1	Car park and Hall entrance could be slippery on arrival and departure	Physical Injury (cuts, bruises, breaks)	Volunteers and patrons	<ul style="list-style-type: none"> <li>Entrance hall is easily accessible, well-lit with ramps and rails</li> <li>Ramps are made of non-slip material</li> <li>Paths are checked and arrangements are made in icy conditions</li> </ul>	2	2	4	<ul style="list-style-type: none"> <li>signage will be put in place</li> </ul>	2	2	4
2	Setting up and dismantling of equipment	Physical injury (Injury due to accident -falling objects / lifting heavy objects)	Volunteers	<ul style="list-style-type: none"> <li>Move items in manageable loads - avoid lifting over heavy loads</li> <li>Tables and chairs checked as put out</li> <li>Ensure table legs are locked in position</li> <li>Stack items safely</li> </ul>	2	2	4	<ul style="list-style-type: none"> <li>A minimum of two people to get trestle tables out and put away</li> <li>Equipment in manageable containers</li> </ul>	1	1	1

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3	Lone working	No assistance in case of accident or problem.	Volunteers	<ul style="list-style-type: none"> <li>At least 2 persons to be present at all times except for short periods (e.g. toilet break).</li> <li>Be aware of people around. Keep valuables out of sight.</li> </ul>	2	1	2	<ul style="list-style-type: none"> <li>Suggest volunteers bring minimal valuables to DISH</li> </ul>	2	1	2
4	Trips, Falls and falling objects	Physical Injury (cuts, bruises, breaks)	Volunteers and patrons	<ul style="list-style-type: none"> <li>Ensure tables are stable on the ground before loading them with items.</li> <li>Ensure stacked items are stable.</li> <li>Ensure any cables are taped to floor to avoid trips and falls</li> <li>Light is adequate</li> <li>Any belongings and resources will be stored away safely.</li> </ul>	2	2	4	<ul style="list-style-type: none"> <li>Volunteers to be onsite early to set up and ensure there are no trip hazards</li> <li>Volunteers to highlight potential trip hazards at the venue.</li> <li>Volunteers to be made aware of onsite procedures.</li> <li>Record any accidents and incidents for learning and action.</li> <li>Volunteers to be aware of location of Fairlight Village Hall first aid kits.</li> </ul>	2	1	2

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					S	L	RR		S	L	RR
5	Safety of electrical appliances and other equipment	Physical injury (Burns, smoke inhalation, electric shock)	Volunteers and patrons	<ul style="list-style-type: none"> <li>Appliances are tested regularly.</li> </ul>	3	1	3				
6	Fire or electricity	Physical injury (Burns, smoke inhalation, electric shock)	Volunteers and patrons	<ul style="list-style-type: none"> <li>All fire exits clearly marked and unblocked.</li> <li>General firefighting equipment on site.</li> </ul>	3	1	3	<ul style="list-style-type: none"> <li>Volunteers familiarise themselves with the Dish fire safety procedures and share with members.</li> <li>A fire drill is held as needed</li> </ul>	3	1	3
7	Hot drinks	Burns and Scalds	Volunteers and patrons	<ul style="list-style-type: none"> <li>Care taken when using hot water machine</li> <li>Care taken when carrying hot drinks/food</li> </ul>	2	1	2	<ul style="list-style-type: none"> <li>One person use urn at a time.</li> <li>Volunteers to pay close attention to possible risks.</li> </ul>	2	1	2
8	Spillages leading to trips and falls.	Cuts, bruises, minor fractures	Volunteers and patrons	<ul style="list-style-type: none"> <li>Volunteers are aware that all spillages must be cleaned up immediately.</li> </ul>	2	1	2	<ul style="list-style-type: none"> <li>Use warning sign for large spillages.</li> </ul>	2	1	2

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					S	L	RR		S	L	RR
9	Stings, bites, rashes and allergies	Physical Injury or Allergic Reaction	Volunteers and patrons	<ul style="list-style-type: none"> <li>First Aid kit available in the hall.</li> </ul>	3	1	3	<ul style="list-style-type: none"> <li>Staff aware of where first aider can be accessed</li> </ul>	3	1	3
10	Dog or other animal bites, scratches, allergies ( <i>not likely generally</i> )	Physical Injury or Allergic Reaction	Volunteers and patrons	<ul style="list-style-type: none"> <li>Dogs are not permitted in the hall</li> <li>First aid kit on site.</li> </ul>	2	1	2	<ul style="list-style-type: none"> <li>Hand-sanitiser available.</li> </ul>	2	1	2

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### Risk Rating Matrix

Calculate Score 1-5 for likelihood (L) and 1-5 for severity (S) Multiply these to get the Risk Rating (RR)

	Likelihood	X	Severity
1	<b>Low</b> - Controls are in place to ensure the task/activity is safe and the environment is protected	1	<b>Low Risk/No Impact</b> - Minor discomfort/impact or insignificant consequence
2	<b>Low/Medium</b> - Some additional measures may be required to make the task/activity safe and protect the environment	2	<b>Low/Medium Risk Impact</b> - First Aid/Hospital day case or minimal environmental consequence
3	<b>Medium</b> – Additional controls are necessary to make the task/activity safe and protect the environment	3	<b>Medium Risk/Impact</b> – Badly harmed (incapacitated for 3 days) or moderate environmental consequence. Moderate 3 <sup>rd</sup> party interest/enforceable standard)
4	<b>Medium/High</b> - Formal and documented controls are required to protect individuals and the environment	4	<b>Medium/High Risk Impact</b> – Severely harmed/maimed (paralysis/blinded/badly burned/Loss of limbs etc) Uncontrolled environmental release/significant 3 <sup>rd</sup> party interest/risk of prosecution
5	<b>High/Imminent</b> – Formal and documented controls are required to protect individuals and the environment. Further action is necessary to mitigate unacceptable risk/impact.	5	<b>Unacceptable High Risk/Impact</b> - Death or chronic illness- electrocution/severe/chronic environmental release. 3 <sup>rd</sup> part instruction/high risk of prosecution

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### Risk Guide Rating

	5	5	10	15	20	25
	4	4	8	12	16	20
Likelihood	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		Severity				