

Fochabers Public Institute

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**Fochabers Public Institute Risk Assessment First assessment completed June 2017**

Whilst it is not a statutory obligation regarding risk assessment for all users and staff of the hall, once the refurbishment was completed a risk assessment was completed in June 2017 with the aim of carrying out an annual reassessment by the committee in conjunction with the Hall Manager.   
  
This assessment was prepared by members of the Fochabers Public Institute Management Committee (FPIMC) in general accordance with the recommendations from the Health and Safety Executive in their document “Example risk assessment: Village Hall”.

1. Managing Committee responsibilities

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| --- | --- | --- | --- | --- | --- | --- |
| **Potential hazard** | **Who is at risk** | **Current action** | **Ongoing action required** | **Action by**  **whom** | **Date of first review** | **Next review date** |
| Slips, trips and falls | Users, staff, volunteers & contractors | Walk round on regular basis (use  HSE document) | Record identified risks & actions needed | Hall Manager FPIMC | 01/06/2017 | 01/06/2023 |
| Work at height | Volunteers & staff | Ensure that stepladder is safe | Train likely users in ladder safety proc. | Hall Manager | 01/06/2017 | 01/06/2023 |
| Vehicle movement in car park | Pedestrians especially children | Ensure lighting is adequate. Advise users that marshalling may be needed. | Consider marked out parking bays with provision for special needs. Dependent on funding | Hall Manager FPIMC | 01/06/2017 | 01/06/2023 |
| Hazardous substances | Staff and users | Cleaning material products to be stored securely. Identify location | Monitor what is being used and take appropriate action | Hall Manager | 01/06/2017 | 01/06/2023 |
| Electricity and appliances in hall | Users, staff & volunteers | Ensure all statutory checks are done on installation and portable appliances | Advise all users of responsibilities of use | Hall Manager T & C’s | 01/06/2017 | 01/06/2023 |
| Stored materials and equipment | Users & volunteers | Provision of trolley for chairs. Chairs to be stacked no higher than 7 chairs (new style) 10 (old style) | Monitor progress over time | Hall Manager T & C’s | 01/06/2017 | 01/06/2023 |
| Asbestos | None | All asbestos in the hall was removed | None | n/a | n/a | 01/06/2023 |
| Fire | All people in the building at any time | Review fire assessment Check all emergency exits are clear and signed. NO SMOKING NOTICES | Check alarms weekly and instruct users to comply | Hall Manager | 01/06/2017 | 01/06/2023 |
| **Potential Hazard** | **Who is at Risk** | **Current Action** | **Ongoing action required** | **Action by whom** | **Date of completion** | **Next review date** |
| Stairlift operation | Users | Only to be used under adult supervision Ensure operational rules are clear and displayed. | Check to see that rules are adequate and ensure that  users are aware of them | Hall Manager FPIMC | 01/06/2017 | 01/06/2023 |
| Computers & electronic gear | Users | Check installation is safe, no trailing cables.  Ensure all statutory checks are done on portable appliances | Monitor usage and arrange blocking software for unsuitable use by children if required | Hall Manager FPIMC | 01/06/2107 | 01/06/2023 |
| Usual kitchen hazards | Users especially children | Advise that children not allowed in the kitchen. Warn users of risks | Monitor usage | T & C’s  Hall Manager | 01/06/2017 | 01/06/2023 |
| Locking the building | All users, including volunteers and staff | Instruct users to ensure that the hall is empty before locking up | Review how this works and modify if necessary | Hall Manager FPIMC | 01/06/2017 | 01/06/2023 |
| Use of Stage | All users, including volunteers and staff | Any user must be competent and fully trained in the operation of the stage area, including sound and lighting equipment. | Train up a pool of volunteers. Training sessions with users when booked. Where required the Institute can recommend trained operators | Hall Manager FPIMC | 01/06/2017 | 01/06/2023 |
| Carbon Monoxide leakage from the biomass container into the area housing the controls | Anyone requiring access to boiler room | CO monitor in the container.  Recommend opening the doors and leaving for 5mns before entry with regular checks on the efficacy of the detector, | Review and look at possibility of personal detectors | Hall Manager  FPIMC | 01/06/17 | 01/06/2023 |

1. Others Responsible for their own Risk Assessment

* Hall users must acquaint themselves with the Terms & Conditions published on the website
* Hall users must ensure that their equipment is safe and that they conform with safety requirements and insurance

**First review completed 1st June 2017  
Second review completed 1st June 2018  
Third review completed 1st June 2021**