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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

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