



WITTERING PARISH COUNCIL

Parish Hall Risk Assessment for Hirers

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This risk assessment is for the use of hirers of the Hall to ensure the safety of hirers, visitors and members of the public who may be affected by your event. Use of the Hall requires that the hirer is aware of any risks and keeps these risks to a minimum to avoid injury to themselves, their guests or passing members of the public.

Hirers are requested to check that the Hall is in a safe condition for use at the start of the event and take measures to reduce any risks identified.

Hirers are reminded that users are required to leave the Hall in a safe and clean condition after use and that staff supervision is not provided for this.

Please read and note the risks identified below and the controls in place to minimise these risks. Please note, that controls identified in this risk assessment form part of the conditions for hire and use of the Hall.

1. Electrical appliances

Hazard – Electrocution from Parish Hall electrical appliances, like fridge, kettle, oven – Electrocution from hirers brought in electrical equipment like cables, music systems, phone chargers, lighting
Who / what may be harmed – Visitors, guests, members of the public
Risk Rating Severity: 4/5 Likelihood: 1/5 Overall Risk: Low
Existing Controls – Parish Hall appliances are regularly PAT tested and inspected according to the PAT testing risk assessment. – Parish Hall power circuits have been inspected by an electrician every five years (EICR – certificate as displayed in the notice board. – Items showing visible signs of damage to be removed from service
Recommendations / Further Action – Hirers to be advised to check any equipment they bring for safety and signs of cable damage. – Hirers to be advised to keep liquids away from electrical equipment – Hirers advised to avoid plugging in equipment in the kitchen near sinks and taps

2. Stage

Hazard

- Falling off stage
- Items, like chairs, falling from stage
- Injury to children falling off stage
- Curtains are fire retardant

Who / what may be harmed

- Children, visitors, performers

Risk Rating

Severity: 1/5

Likelihood: 2/5

Overall Risk: Low

Existing Controls

- Steps are installed at the side of stage
- Chairs are stacked safely at the side of the hall and users should ensure they restack chairs in the same manner.
- Chairs are not to be stacked on the stage.

Recommendations / Further Action

- Hirers advised to check the previous user has stacked chairs safely at edge of stage
- Hirers are advised to keep children off the stage unless supervised
- Hirers should not stand on chairs to open the higher windows in the hall (currently reviewing procedure for opening these windows.
- Avoid placing items near the front of the stage, or running cables from sockets at back of stage onto the Hall floor, as this increases the likelihood of tripping (trip hazard)
- Avoid stacking chairs near the front of the stage, where they may fall onto someone

3. Kitchen

Hazard – Burns from hot water – Burns from using cooker hob and/or oven (currently switched off and notice advising not in use). – Slips on wet floor
Who / what may be harmed – Visitors
Risk Rating Severity: 3/5 Likelihood: 2/5 Overall Risk: Medium
Existing Controls – A First aid kit is provided in kitchen on the countertop near the kettles/sink. - An accident log is also provided with instructions for completion to ensure GDPR requirements are complied with. – A mop, bucket and wet floor signs are provided in kitchen cupboard for use by hirers, to clean up and signpost wet floors
Recommendations / Further Action – Warn hirers to check taps for hot temperature if using hot water taps – Advise hirers to keep children out of kitchen

4. Fire

Hazard – Fire – Party products, like candles or sparklers may cause fire
Who / what may be harmed – Visitors, members of the public, children
Risk Rating Severity: 5/5 Likelihood: 1/5 Overall Risk: Medium
Existing Controls – Hirers are issued with Parish Hall fire procedure when emailed instructions to collect the keys – A fire risk assessment for the Hall has been put together by Newflame Fire Equipment Co Limited – Hirers to note the position of fire extinguishers and report any use or damage – Hirers to note the position of emergency exits – Hirers to ensure that corridors and exits to be kept clear, and front exit doors are unlocked – Hirers are not permitted to use any smoke-generating equipment or to smoke in the Hall – Hirers are not permitted to have any naked flames, like birthday candles near the hall curtains or on the stage
Recommendations / Further Action – Consider no smoking signs around Hall – Do not allow hirers not to use cake sparklers or party pyrotechnics or smoke bombs etc – Review and identify retail products that could cause a risk such as candles, cake sparklers or other party pyrotechnics that might be considered for use by hirers

5. Broken Glass, litter

Hazard

- Broken glass which have been knocked or dropped may cause injuries or cuts
- Litter, like drawing pins or sharp objects inadvertently left by a previous occupant or fallen off the notice board

Who / what may be harmed

- Visitors, members of the public, young children

Risk Rating

Severity: 2/5

Likelihood: 2/5

Overall Risk: Low

Existing Controls

- Hirers are required to check for and clean up any damage both inside and outside of Hall
- A broom, dustpan and brush are provided in the kitchen cupboard
- Hirers are advised that the Hall may not always be cleaned or checked between bookings and so to be aware of any dangerous litter left by a previous occupant
- Hirers advised to report any incidents or risks to the parish council

Recommendations / Further Action

- Review the use of glasses and alternatives for drinks in the Parish Hall, in particular, if alcohol is being served
- Do not allow glasses outside the Hall
- Monitor any incidents and check with regular hirers about use of sharp objects

6. Bouncy Castle

Hazard

- Equipment or operator failure leading to collapse of bouncy castle with children inside, may cause crushing, entrapment, life changing injuries or death.
- falls, knocks against other children
- Equipment blown onto visitors if outside in high winds

Who / what may be harmed

- Visitors, children, members of the public

Risk Rating

Severity: 5/5

Likelihood: 2/5

Overall Risk: High

Existing Controls

- Hire of bouncy castles is not encouraged due to increased risks. However, if requested the following risk controls must be followed:
- Hirers are responsible for safe use and constant competent supervision of the bouncy castle. This will mean a representative of the company or a trained person aware of risks and how to avoid risks should remain with the equipment at all times.
- Hirers to ensure that the supplier provides all safety resources such as evidence of public liability insurance and operating procedure and PIPA certification. Evidence of these documentation must be emailed to the parish council before any use of a bouncy castle.
- Hirers using their own inflatable equipment are required to sign a waiver.
- Hirers to be aware of HSE advice on bouncy castles
- <https://www.hse.gov.uk/entertainment/fairgrounds/inflatables.htm>

Recommendations / Further Action

- Periodic review of risks associated with bouncy castles.

7. Gazebos, tents**Hazard**

- Items blowing onto visitors in high winds

Who / what may be harmed

- Visitors, members of the public

Risk Rating

Severity: 3/5

Likelihood: 2/5

Overall Risk: Medium

Existing Controls

- Use of tents is not encouraged. If requested, hirers are advised of wind risks and controls
- If used, any tents, canopies or gazebos to be weighted down and pegged into the ground according to the manufacturer's instructions
- Use not permitted if it feels windy outside or if the weather forecast shows windspeed above 20mph

Recommendations / Further Action

- Periodic review of risks

8. Car park

Hazard – Risk of accident, car hitting small child or bicycle
Who / what may be harmed – Children and members of the public
Risk Rating Severity: 4/5 Likelihood: 3/5 Overall Risk: High
Existing Controls – Hirers are advised to be aware of small children and children on bikes when entering the car park or reversing out of car park spaces.
Recommendations / Further Action – Monitor activity in car park and review possible use of signage, for example, beware of children playing, no cycling in the car park.

9. Slips, Trips and Falls

Hazard Inside – Risk of trips and falls caused by trailing electric cables, open drawer units, loose floor mats, or clutter in walkways and fire escape routes.

Hazard Outside - Risk of slipping on wet, icy, or muddy surfaces, or tripping over ground-level obstructions, loose materials, and changes in surface elevation.

Who / what may be harmed

– All hall users and members of the public (external)

Risk Rating

Severity 3

Likelihood 3

Overall risk: Medium

Existing Controls

Hirers/all to be mindful that they must be careful and vigilant, to avoid slips trips and falls, and to be aware and to report any slip trip or fall hazards to Wittering Parish Council.