



First Aid Risk Assessment

Review Date: Feb 2018

Uses of the Village Club, By Whom

Kingsclere Village Club is a community centre that is run by a committee of part-time volunteer trustees and is rented out to members of the public on an unstaffed basis. The village club runs some learning and leisure classes, and uses teachers contracted on a term by term basis to deliver them. Some organisations lease or rent the building and therefore have their own employees present and visitors on the premises. Others users of the village club are contractors, visitors and volunteers who help to maintain the building and gardens. As the building is used for learning and leisure, it is acknowledged that many users may not have health and safety in the forefront of their minds when using the premises.

Nature and Frequency of Incidents

There have been no reported injuries or incidents in the last 5 years.

First Aid Risk Assessment Purpose

Kingsclere Village Club is not an employer and as such is not subject to the full weight of the statutory provisions, including the need to have a first aid risk assessment. However it recognises that having a pro-active approach to health and safety is in the best interests of the charity.

This risk assessment supplements the overarching Kingsclere Village Club Premises Risk Assessment. That risk assessment primarily focusses upon the safety of the premises as well as equipment and substances provided. This Risk assessment ensures that the first aid equipment provided remains relevant and suitable to the changing uses of the building.

	What are the hazards	Who might be harmed	What are we already doing	What further action is needed	Action by who	Action completed
1	No telephone provided to contact the emergency services	All users	* The need to provide own means of communication is highlighted to users in the event guidance, health and safety policy, occupational licence, leases and teacher contracts	* At least annually, consider the need for a telephone	Chairman	
2	Users may be in an unfamiliar environment	All users	* Emergency contact numbers and premises address are publicised in the Event Guidance, and provided by the fire panel and on the Village Club notice board. * First aid boxes are prominent in Servedy, Kitchen and Holding Room	* At least annually ensure published contact list is up to date * At least bi-annually, ensure First Aid Boxes are in situ and properly stocked	Chairman	Chairman
3	Injury during exercise classes	Teachers and students	* Contract with qualified teachers with own insurance * Ensure any equipment used is in good working order	* Bi-annually check the state of equipment * Clean the building at least weekly	Chairman	Booking Secretary



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4	Injury from food handling	All users involved in food handling	<ul style="list-style-type: none"> * See Kingsclere Village Club Food Safety Assessment * See Premises Risk Assessment * First aid boxes are prominent in Servery and Kitchen * Cautions are provided in the Event Guidance 			
5	Injury during 'work in' days or maintenance	Volunteers	<ul style="list-style-type: none"> * Suitable footwear and protective equipment to be encouraged * No maintenance tasks to be undertaken by lone workers * The correct equipment for the task to be used * Equipment that is well maintained to be used 			
6	Working at Height	Volunteers	* See Premises Risk Assessment Hazard 2a			
7	Hazardous Substances	All users	* See Premises Risk Assessment Hazard 4	* First Aid information to be provided for products used		
8	Shock from Electricity	All users	* See Premises Risk Assessment Hazard 5			
9	Injury from Gas Explosion	All users	* See Premises Risk Assessment Hazard 6			
10	Serious or Fatal Injury from Fire	All users	* See Fire Risk Assessment			
11	Serious or Fatal Injury Resulting From Moving Parts on Machinery	Volunteers and contractors	* See Premises Risk Assessment Hazard 11			