

Definitions:

Hazard: anything that has an impact to cause harm

Hazardous Event: the action




likelihood: the chance that a hazardous event will happen

consequence: the outcome of the hazardous event

Risk Rating

increase in consequence	3	6	9
	2	4	6
	1	2	3
	increase in likelihood		

Risk = likelihood x consequence

-  Stop - take immediate action
 -  Action - look to improve
 -  No Action - no further action required but ensure controls are maintained
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- 1 Low consequence - minor injuries requiring first aid such as grazes or minor
 - 2 medium consequence - an injury requiring further medical assistance such as cuts needing stitches
 - 3 high consequence - major injury such as amputation, dislocation of bones or death
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- 1 low risk - it unlikely that the event will happen
 - 2 medium risk - it's fairly likely that the event will happen
 - 3 high risk - it's very likely an event will happen

Review at least annually or before if new information comes to light or if anything changes

es or broken bones#

Kingsclere Village Club: Risk Assessment for Events

Date: 07 May 2019

Time: 2pm

Assessors: Rebecca Hart & Emma Hartley

Risk Rating		What it means
L	Likelihood	6-9: take immediate action
C	Consequence	3-4: look to improve
R	Risk	1-2: No action required

Work Area: Use of the indoor and outdoor space at Kingsclere Village Club by regular and occasional hall hirers

No.	What are the hazards	Who might be harmed	How might people be harmed	Existing Controls	Risk Rating			Additional Controls	New Risk Rating			Action/monitored by whom	Action/monitored by when
					L	C	R		L	C	R		
Inside Tasks: in additional to the general risk assessment													
1	Uneven and slippery floor surface	Volunteers	Bumps, bruises, brocken linbs	Volunteers are asked to wear suitable footwear when volunteering	1	1	1	n/a					
2	Moving tables and chairs in the Main Hall and the Holding Room	Volunteers	Back injury	Instruction that children under the age of 11 must not move tables and chairs in Event Guidance. Instruction that no more than 2 chairs and no more than 1 table be lifted at one time in Event Guidance. Instruction to use the trolley to move more than 3 chairs in the Event Guidance.	1	2	2	n/a					
3	Preparation of hot drinks	Volunteers	Scolding to skin	Warning signs placed in Servery to alert to hazard. Instruct that kettles be turned off after use to Event Guidance. Instruction that Children under the age of 11 must not be allowed in the kitchen or Servery issued in Event Guidance	1	1	1	n/a					
4	Preparation of Hot food	Volunteers	scolding to skin	Oven gloves are provided for use by voluteers. These will be checked to ensuren they are fir for purpose bi-annually at the Sprinf Clean Evenet. Defected gloves to be reported to Trustees	1	1	1	n/a					
5	Serving of food in main hall when tables and chairs are laid out	Volunteers	Trips, slips and falls	Leave wide enough gaps between tables and chairs, only carry food in one hand at a time	1	1	1	n/a					

Reviewed Novemeber 2019

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Reviewed Nov 2019

Kingsclere Village Club: Risk Assessment for general use Date: 23 September 2018 Time: 4pm

Assessors: Rebecca Hart and Emma Hartley

Work Area: Use of the indoor and outdoor space at Kingsclere Village Club by regular and occasional hall hirers

Risk Rating		What it means
L	Likelihood	6-9: take immediate action
C	Consequence	3-4: look to improve
R	Risk	1-2: No action required

No.	What are the hazards	Who might be harmed	How might people be harmed	Existing Controls	Risk Rating			Additional Controls	New Risk Rating			Action/monitored by whom	Action/monitored by when
					L	C	R		L	C	R		
Inside the building													
1	No landline telephone available	All hall users	Exacerbation of injury due to inability to call for help	Event Guidance is issued to all hirers to advise that they must bring their own mobile phone to use in case of emergency. Emergency contact numbers are provided on the notice board in the hallway of the building.	1	3	3	No additional controls available					
2	Uneven Floor in hallway, Holding Room, Other upstairs rooms	All hall users	Trips and falls causing cuts, bruises and bumps	Uneven surface warning issued in Event Guidance	1	2	2	n/a					
3	Wet Floors in Servery, Kitchen and Toilets	All hall users	Slips and falls causing cuts, bruises and bumps	Cautions to take care on wet floors issued in Event Guidance. Instruction that Children under the age of 11 must not be allowed in the kitchen or Servery issued in Event Guidance.	1	2	2	n/a					
4	High ceiling with light fixtures	Trustees	Fall from height	Trustees not permitted to change light bulbs, to be undertaken by contractor with appropriate equipment	1	2	2	n/a					
5	Cleaning products	All hall users, in particular young children	Burns internally or externally	Instruction that Children under the age of 11 must not be allowed in the kitchen or Servery issued in Event Guidance. All cleaning products stored in plastic box in cupboard in Servery out of sight.	2	2	4	Attach safety clip to cupboard door in Servery	1	2	2	Rebecca Hart	Dec-18
6	Oven in kitchen	Hirers who have specifically requested to use the kitchen	Burns from hot plates and oven shelves	Keep kitchen locked unless needed. Instruction that Children under the age of 11 must not be allowed in the kitchen or Servery issued in Event Guidance.	1	2	2	Place Caution hot surface sign above oven	1	2	2		

7	Kettles in Servery	All hall users	burns from hot water	Warning signs placed in Servery to alert to hazard. Instruction that kettles be turned off after use and that children under the age of 11 must not be allowed in the kitchen or Servery issued in Event Guidance.	1	1	1	n/a					
8	Heaters in main hall	All hall users	Skin burns	Heaters are guarded with metal guard which can not get hot	0	1	1	n/a					
9	Electricity	All hall users	Electric shock	Sockets are placed high enough in kitchen and Servery to avoid spillages.	1	3	3	n/a					
10	Sharp knives in kitchen and servery	All hall users	Cuts to skin	Remove on Village Club Clean working day (every 6 months). Advise that sharp knives are not stored on the premises therefore Hall hirers must bring their own and take away after the event	1	1	1	n/a					
11	Stacked tables and chairs	All hall users	Bruises, head injuries, broken limbs	Stacking instructions provided in Event Guidance. Instruction that children under the age of 11 must not be allowed in the chair/table cupboard. Storage plan provided in cupboard.	1	2	2	n/a					
12	Exercise equipment	Members of the public attending exercise classes	Bumps and bruises	The Chairman checks that all equipment that is used by members of the public during exercise classes is fit for purpose at Spring Clean events and that any reports of faulty equipment are investigated within 5 working days. Dispose of faulty equipment.	1	1	1	n/a					
13	Stored items in Village Bunnies Cupboard and Pilates Cupboard	Village Bunnies Playgroup and Pilates Group	Bumps and bruises, head injuries	Attach sign to Village Bunnies Playgroup cupboard that this is for Village Bunnies use only. Place caution sign on pilates cupboard to open with caution as items may fall out.	2	1	2	Request Village Bunnies undertake risk assessment of cupboard and provide stacking guidance to the playgroup. Request that Pilates teacher oversees stacking of item to prevent items falling out upon opening.	1	1	1		

14	Moving tables and chairs in the Main Hall and the Holding Room	All hall users	back injury	Instruction that children under the age of 11 must not move tables and chairs in Event Guidance. Instruction that no more than 2 chairs and no more than 1 table be lifted at one time in Event Guidance. Instruction to use the trolley to move 3 or more chairs in the Event Guidance.	1	2	2	n/a					
15	Storage of fridge items	All hall users and volunteers	food poisoning, mild stomach upsets	Fridge provided in the Servery which is cleaned weekly. The temperature is remotely monitored to ensure it consistently meets the expected temperature conditions. Event Guidance states that no fresh food to be stored between sessions of hire.	2	1	2	n/a					
16	Washing up facilities	All hall users and volunteers	Food poisoning, mild stomach upsets	Tea towels are provided that are boil washed and ironed in between uses by members of the committee	2	1	2	n/a					
17	Food cooking	All hall users and volunteers	Food poisoning, mild stomach upsets	A cooker is provided in the kitchen to enable food to be cooked and served at 63°C or above.	2	1	2	n/a					
18	Storage of food items which could lead to infestation by vermin	All hall users and volunteers	Food poisoning, mild stomach upsets	Event Guidance states that no fresh food to be stored between sessions of hire. Users to remove waste from building at the end of their session.	2	1	2	n/a					
19	Cleanlines of dining surfaces	All hall users and volunteers	Food poisoning, mild stomach upsets	Tables thoroughly cleaned bi-annually. Event Guidance states that surfaces must be cleaned prior to and after use when serving food.	2	1	2	n/a					
20	Poorly equipped first aid kit	All hall users and volunteers	Exacerbation of mild injury which could not be treated	First aid kits will be checked at Spring Clean Events. Users are asked to report used items to the booking secretary.	1	2	2	n/a					
Getting into the building and the garden; front and back													
1	Moving vehicles	All hall users that park on opposite side of the road	hit by car causing serious injury	Instruction given to cross the road at the pedestrian crossing with an island in Event Guidance	1	2	2	n/a					

2	Sloping entrance to hall from patio	All hall users	Trips and falls causing cuts, bruises and bumps	Sloping surface warning issued in Event Guidance	1	1	1	n/a					
3	Uneven surface on path leading to Parish Office	All visiting Parish Clerk	Trips and falls causing cuts, bruises and bumps	No existing controls in place	1	2	2	Relay tiles to make even	0	0	0	Trustees	Aug-19
4	Garden waste at end of garden and next to Village Club shed, empty compost bin	All garden users, note young children use the garden frequently in summer	Cuts and grazes from prickly vegetation. Entrapment in compost bin	No existing controls in place	2	1	2	Remove any waste that can be removed easily, areas where waste is left to decompose must be fenced off from garden users	0	0	0	Trustees	Completed June 2019
5	Parish Path timber stored next to Village Club shed	All garden users, note young children use the garden frequently in summer	Falling timber may cause broken limbs, concussion	No existing controls in place	1	2	2	Relocate to inside shed or to an area which cannot be accessed by garden users					Completed June 2019
6	Picket fence in poor state of repair	All garden users, note young children use the garden frequently in summer	Sharpe edges could cause cuts, small children may escape onto main street through the village	No existing controls in place	2	2	4	Replace with secure fence	1	2	2		Completed June 2019
7	Brambles, thorny vegetation and cut chicken wire along boundary with neighbour	All garden users, note young children use the garden frequently in summer	Thorns may cause cuts to skin	Village Bunnies have been advised to stay away, worst areas have been temporarily fenced off	2	1	2	Regular removal of brambles, plant up hedges with non-thorny vegetation	1	1	1		Completed June 2019
8	Village Club shed in poor state of repair	All garden users, note young children use the garden frequently in summer	cuts to skin or splinters	no existing controls in place	1	1	1	Replace with new	0	0	0		Completed June 2019
9	Redundant gazebo frame	All garden users, note young children use the garden frequently in summer	Cuts to skin or splinters	No existing controls in place	1	1	1	Remove from garden	0	0	0		Completed June 2019
10	Redundant base to Village Bunnies shed uneven surface	All garden users, note young children use the garden frequently in summer	Trips and falls causing cuts, bruises and bumps	No existing controls in place	2	1	1	Remove slabs. UPDATE: Area now	0	0	0		Completed June 2019
11	Temporary fencing behind Village Bunnies shed	Young children who use the garden frequently in summer	Escape from garden and could get onto road through village	No existing controls in place	2	2	4	Install proper secure fencing	0	0	0		Completed June 2019
12	Patio and patio edge	All garden users, note young children use the garden frequently in summer	Trips and falls causing cuts, bruises and bumps	No existing controls in place	2	1	2	Add warning to event guidance	1	1	1		Completed June 2019

13	Garden hose not secured	Young children who use the garden frequently in summer	Trips, entanglement	Moved behind plant pots	2	1	2	Replace and secure new hose and reel to wall	1	1	1		Completed June 2019
14	Redundant gate frame with iron pump handle	All garden users, note young children use the garden frequently in summer	Cuts to skin or splinters	No existing controls in place	1	1	1	Consider restoring, cable tie the leaver to the frame for time being	0	0	0	Trustees	Completed June 2019

To Note – changes since last risk assessment dated May 2016

Socket covers were purchased and made available however these were removed by hall users and therefore not replaced
Leaking socket under sink in Men's toilet has been fixed
Exposed hot water pipe in men's toilet has been removed

Assessors: Rebecca Hart

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To Note – changes since last risk assessment dated September 2018

- Garden Waste removed
- Fence replaced
- Sheds replaced
- Brambles cut back
- Parish Path timber located behind fence and gate
- Redundant gate leaver secured with cable tie