



RISK ASSESSMENT

(LARGE HALL)

Registered Charity No. 1094571
Willow Road Community Centre,
Willow Road,
DARLINGTON, DL3 6PZ

Hazard & Risk	What controls are already in place?	Risk Level (L/M/H)	Are further controls necessary?	Action by	Date Completed
<p>Fire Prevention and evacuation</p> <ul style="list-style-type: none"> Evacuation could be prohibited by fire blocking entrance 	<ul style="list-style-type: none"> User groups are encouraged to carry out fire drills on a termly basis All groups requested to brief users on fire evacuation procedure (found on notice boards) All flammable materials are stored in external storage Extinguishers sited around building, all tested on a yearly basis Emergency lighting tested by ADT Smoke alarms in all areas 	L			
<p>Access/Egress</p> <ul style="list-style-type: none"> If access/egress is blocked, users may suffer trips/falls trying to evacuate the hall Disabled persons may have restricted access due to narrow doorways Doors may be locked to prevent access/egress 	<ul style="list-style-type: none"> Entrance doorway is kept clear and regularly monitored at all times. Second doors can be opened for wheelchair access Turn lock on internal door available for security Alternative fire door has push bar system 	L			

<p>Electrical Equipment</p> <ul style="list-style-type: none"> • Hall users may receive potentially fatal electrical shocks or burns if they use faulty equipment. • Portable appliances brought into the building by users should be PAT tested 	<ul style="list-style-type: none"> • All portable appliances in the hall are PAT tested on a yearly basis. • All portable appliances brought into the hall must have evidence of up to date testing 	L			
<p>Welfare</p> <p>Kitchen facilities, toilets etc.</p> <ul style="list-style-type: none"> • Users may suffer discomfort eg being too hot or cold • High standard of food hygiene 	<ul style="list-style-type: none"> • All regular users have access to heating system controls to regulate • Hot water constantly available • Regular users encouraged to undertake Food Safety Course • High standard of cleanliness of all areas 	L			
<p>Storage Areas</p> <p>From storage and during movement</p> <ul style="list-style-type: none"> • User could suffer injury if struck by a falling object or trapped hand 	<ul style="list-style-type: none"> • Movement of chairs in large hall with use for chair trolley • Movement of tables for erection via mobile trolley storage units limiting lifting requirement 	L			
<p>Slips, Trips and Falls</p> <ul style="list-style-type: none"> • User could suffer injury from tripping, slip on spillage or fall 	<ul style="list-style-type: none"> • Floors are monitored for liquid spillages or debris at all times 	L			

<p>First Aid Provision</p> <ul style="list-style-type: none"> • Person may not be given the correct treatment in case of an accident requiring first aid 	<ul style="list-style-type: none"> • Attending groups are responsible for the provision of treatment, basic first aid kit provided. • All accidents recorded in record book in kitchen and passed to Centre Management Team. 	L			
<p>Traffic Movements</p> <p>Drop off and pick ups, deliveries etc.</p>	<ul style="list-style-type: none"> • Drop-off provision outside large hall protected by pedestrian railing • Parents of children must collect from inside the building. 	L			