



Risk Assessment

LOCATION	Fairlight Village Hall Broadway Fairlight East Sussex TN354DA	WORK ACTIVITY/TASK	Drop In Social Hub	DATE OF EVENT	Weekly Mondays 10am to 4pm
WORK AREA	ENTRANCE HALL SMALL HALL – Main meeting and socialising area KITCHEN – Preparation of teas, coffees and cooking of lunch TOILETS <i>Venue providing tables and chairs</i>			NAMES AND PHONE NUMBERS OF STAFF TEAM	CAROL SHARPE - CO-ORDINATOR - 07967 396594 ISSY HORSLEY - CO-ORDINATOR - 07803 939771 PAULINE COLLINS - CO-ORDINATOR - 07711 122614 SUE BROOKER BEN BURFORD SUE GREENUP DEREK GREENUP
NAME OF ASSESSOR		Carol Sharpe			
DATE OF ASSESSMENT		1st April 2023			
DATE OF REVIEW		1st November 2024			

Risk Assessment

No	Hazard	Potential Injury/ incident	Who Might be harmed	Existing Controls	Primary Risk Rating			Additional Controls	Primary Risk Rating		
					S	L	RR		S	L	RR
1	Car park and Hall entrance could be slippery on arrival and departure	Physical Injury (cuts, bruises, breaks)	Volunteers and patrons	<ul style="list-style-type: none"> Entrance hall is easily accessible, well-lit with ramps and rails Ramps are made of non-slip material Paths are checked and arrangements are made in icy conditions 	2	2	4	<ul style="list-style-type: none"> signage will be put in place Road salt will be put on steps and path when icy 	2	2	4
2	Setting up and dismantling of equipment	Physical injury (Injury due to accident -falling objects / lifting heavy objects)	Volunteers	<ul style="list-style-type: none"> Move items in manageable loads - avoid lifting over heavy loads Tables and chairs checked as put out Ensure table legs are locked in position Stack items safely 	2	2	4	<ul style="list-style-type: none"> A minimum of two people to get trestle tables out and put away Equipment in manageable containers 	1	1	1
3	Lone working	No assistance in case of accident or problem.	Volunteers	<ul style="list-style-type: none"> At least 2 persons to be present at all times except for short periods (e.g. toilet break). Be aware of people around. Keep valuables out of sight. 	2	1	2	<ul style="list-style-type: none"> Suggest volunteers bring minimal valuables to DISH Phone on site 	2	1	2

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4	Trips, Falls and falling objects	Physical Injury (cuts, bruises, breaks)	Volunteers and patrons	<ul style="list-style-type: none"> Ensure tables are stable on the ground before loading them with items. Ensure stacked items are stable. Ensure any cables are taped to floor to avoid trips and falls Light is adequate Any belongings and resources will be stored away safely. 	2	2	4	<ul style="list-style-type: none"> Volunteers to be onsite early to set up and ensure there are no trip hazards Volunteers to highlight potential trip hazards at the venue. Volunteers to be made aware of onsite procedures. Record any accidents and incidents for learning and action. Volunteers to be aware of location of Fairlight Village Hall and DISH first aid kits. 	2	1	2
5	Safety of electrical appliances and other equipment	Physical injury (Burns, smoke inhalation, electric shock)	Volunteers and patrons	<ul style="list-style-type: none"> Appliances are tested regularly. 	3	1	3				

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6	Fire or electricity	Physical injury (Burns, smoke inhalation, electric shock)	Volunteers and patrons	<ul style="list-style-type: none"> All fire exits clearly marked and unblocked. General firefighting equipment on site. 	3	1	3	<ul style="list-style-type: none"> Volunteers familiarise themselves with the Dish fire safety procedures and share with members. A fire drill is held as needed Firefighting equipment tested regularly 	3	1	3
7	Hot drinks	Burns and Scalds	Volunteers and patrons	<ul style="list-style-type: none"> Care taken when using hot water machine Care taken when carrying hot drinks/food 	2	1	2	<ul style="list-style-type: none"> One person use urn at a time. Volunteers to pay close attention to possible risks. First aid kit in kitchen checked regularly 	2	1	2
8	Spillages leading to trips and falls.	Cuts, bruises, minor fractures	Volunteers and patrons	<ul style="list-style-type: none"> Volunteers are aware that all spillages must be cleaned up immediately. 	2	1	2	<ul style="list-style-type: none"> Use warning sign for large spillages. 	2	1	2
9	Stings, bites, rashes and allergies	Physical Injury or Allergic Reaction	Volunteers and patrons	<ul style="list-style-type: none"> First Aid kit available in the hall. 	3	1	3	<ul style="list-style-type: none"> Staff aware of where first aider can be accessed 	3	1	3



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10	Dog or other animal bites, scratches, allergies (<i>not likely generally</i>)	Physical Injury or Allergic Reaction	Volunteers and patrons	<ul style="list-style-type: none"> Dogs are not permitted in the hall First aid kit on site. 	2	1	2	<ul style="list-style-type: none"> Hand-sanitiser available. Registered support dogs are allowed 	2	1	2



Risk Assessment

Risk Rating Matrix

Calculate Score 1-5 for likelihood (L) and 1-5 for severity (S) Multiply these to get the Risk Rating (RR)

	Likelihood	X	Severity
1	Low - Controls are in place to ensure the task/activity is safe and the environment is protected	1	Low Risk/No Impact - Minor discomfort/impact or insignificant consequence
2	Low/Medium - Some additional measures may be required to make the task/activity safe and protect the environment	2	Low/Medium Risk Impact - First Aid/Hospital day case or minimal environmental consequence
3	Medium – Additional controls are necessary to make the task/activity safe and protect the environment	3	Medium Risk/Impact – Badly harmed (incapacitated for 3 days) or moderate environmental consequence. Moderate 3 rd party interest/enforceable standard)
4	Medium/High - Formal and documented controls are required to protect individuals and the environment	4	Medium/High Risk Impact – Severely harmed/maimed (paralysis/blinded/badly burned/Loss of limbs etc) Uncontrolled environmental release/significant 3 rd party interest/risk of prosecution
5	High/Imminent – Formal and documented controls are required to protect individuals and the environment. Further action is necessary to mitigate unacceptable risk/impact.	5	Unacceptable High Risk/Impact - Death or chronic illness- electrocution/severe/chronic environmental release. 3 rd part instruction/high risk of prosecution

Risk Guide Rating

	5	5	10	15	20	25
	4	4	8	12	16	20
Likelihood	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		Severity				