



Locking Parish Council

☎ 01934 820786

✉ clerk@lockingparishcouncil.co.uk

📍 The Parish Hall, Grenville Avenue,
Locking, North Somerset BS24 8AR

Locking Parish Council Risk Assessment – Parish Hall Hirers

Emergency Services

Non urgent calls to Police	101
For urgent Emergency services call	999
Parish Hall postcode	BS24 8AR
Location	Grenville Avenue, Locking, WSM

Water/Gas/Electricity/Alarm concerns or emergency – phone as below:

Mon-Fri between 9am-3pm

Parish Clerk 01934 820786

Weekends/Evenings

Assets & Amenities Chairperson 07983 573766

LPC Chairman 07928 680644

Website www.lockingpc.co.uk

NB

*FIRE MUSTER POINT FOR THE PARISH HALL – **PARK AT GRENVILLE AVENUE** ADJACENT TO THE PARISH HALL*

Fire Service and/or Ambulance to be called if necessary

(Event Leader to have mobile phone available at all times)

*SAFETY AND SECURITY: THE FIRE DOOR IN THE MAIN HALL IS FOR EVACUATION IN CASE OF FIRE. FOR VENTILATION PURPOSES, USE THE WINDOWS.
DO NOT PROP THE FIRE DOOR OPEN.*

Any wedges used for opening doors invalidates Fire Door safety.

Using a wedge on any doors to keep it open is not advised but is the Organiser's/Hirer's choice.

Adopted: March 2024

Hirer Lead to be responsible for checking that exits are clear and making reasonable adjustments for safe use or draw attention to Council personnel.

<u>Activity/Action</u>	<u>Potential Hazards</u>	<u>Control Measures</u>	<u>Action for Untoward Occurrences</u>
Foyer/Entrance	Dark area at evening/night time Inner door has closer attached, potential pull back	Light switch to the left, on entry – emergency lighting provides sufficient light. Care to be taken and door opened sufficiently to allow safe unimpeded entry.	Injury – First Aid kit located in the kitchen. If uncertain – Emergency services should be called – 999
Boiler Cupboard	Boiler cupboard is locked during events/hirings	Boiler cupboard to be accessed by Council personnel only. Care should be taken when using switches hands are not wet. Contact should be made with named individuals on Risk Assessment.	Injury – First Aid kit located in the kitchen. If uncertain – Emergency services should be called – 999
Corridor	Finger trapped in doors in corridor	Care to be taken when opening/closing doors – especially where children/ vulnerable adults are present. Remind to be vigilant to potential accidents – especially when children/vulnerable adults are present	Injury – First Aid kit located in the kitchen. If uncertain – Emergency services should be called – 999 Injury – First Aid kit located in the kitchen. If uncertain – Emergency services should be called – 999
Kitchen (Refreshments)	Finger trapping in cupboard doors	Care to be taken and vigilance at all times to reduce this risk of finger trapping	Injury – First Aid kit located in the kitchen. If uncertain – Emergency services should be called – 999
	Spills from food preparation	Care to be taken when preparing food with oil or liquid to reduce spills	Cleaning/ mopping equipment undertaken to make area safe for walking Injury – First Aid and Spill kit located in kitchen. If uncertain – Emergency services should be called - 999
	Cuts from sharp knives	Knives/sharp implements to be used safely and only used by those deemed to be responsible to use such	Injury – First Aid kit located in the kitchen. If uncertain – Emergency services should be called – 999
	Electrocution from electrical items	Reminding those in kitchen of safe use and only with those deemed to be responsible to use such	Appropriate First Aid for scalds/burns and medical help sourced – A&E/Emergency services - 999

Main Hall	Burns/scalds from hot items on cooker/oven	Reminding those in kitchen of safe use and only by those deemed to be responsible to use such	Appropriate First Aid for scalds/burns and medical help sourced – A&E/Emergency services - 999
	Scalds from hot water – from hot water tap/kettle/Urns	Reminding those in kitchen of safe use and only by those deemed to be responsible to use such	Injury – First Aid kit located in the kitchen. If uncertain – Emergency services should be called – 999
	FIRE EXIT TO BE KEPT CLEAR FOR EVACUATION AT ALL TIMES	FIRE EXIT TO BE KEPT CLEAR FOR EVACUATION AT ALL TIMES	FIRE EXIT TO BE KEPT CLEAR FOR EVACUATION AT ALL TIMES
	Finger trapping/upper body part trapping in serving hatch shutter	Closure by adult only – verbal warning shutter is to be closed	Injury – First Aid kit located in the kitchen. If uncertain – Emergency services should be called – 999
	Finger trapping in cupboard doors	Finger- safe attached to door hinge-side.	Injury – First Aid kit located in the kitchen. If uncertain – Emergency services should be called – 999
	Fall from stage area	Care to be taken when on stage – best practice is with another adult in the Hall. Personal orientation to locate stage edge to minimise possible fall. – this includes steps at the side of the stage	Do not move if person has fallen badly. Emergency services should be called – 999
	Injury sustained when lifting/moving tables/chairs/other items	Correct lifting/moving procedure undertaken. Small space – head impact to be warned of	Injury – First Aid kit located in the kitchen – signed. If uncertain – Emergency services should be called – 999
Electrical Safety (whole building)	Finger trapping/ tipping-over from incorrect moving/stacking of stacked chairs	Chairs stacked NO MORE than 5 high.	Injury – First Aid kit located in the kitchen. If uncertain – Emergency services should be called – 999
	Slipping on spilt drinks/food	Appropriate cleaning equipment is provided - mop/broom/absorbent towel	Cleaning/ mopping equipment undertaken to make area safe for walking
	Risk of electrocution if inserting foreign objects in 13Amp square pin sockets	Care to be taken when inserting correct plug heads into pin sockets. No other foreign objects to be inserted. Remind to be vigilant to potential accidents – especially when children/vulnerable adults are present	Injury – First Aid kit located in the. If uncertain – Emergency services should be called – 999