

Risk assessment for Parish Hall, Kings Drive, LFE, Leicester

Company name: LFE Parish Council Assessment carried out by: Holly Mann (Clerk)

Date assessment was carried out: 19.04.2021

Adopted by Council - December 2021

Reviewed by Council - December 2022

Reviewed by Council – December 2023

Date for next review – December 2024

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Kitchen - Oven	Hirers, staff, Councillors.	Premises Officer checks nothing is left in oven after a hire and that it is switched off.	-	-	-	-
Kitchen - Microwave	Hirers, staff, Councillors.	Premises Officer checks nothing is left in microwave after a	-	-	-	-

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		hire and that it is switched off.				
Electrical Equipment in Office (or elsewhere in building)	Hirers, staff, Councillors.	All electrical equipment has an annual PAT test to ensure it is safe.	Clerk to ensure there is no bunching of wires for any pieces of electrical equipment.	Clerk	April 2022	28.03.2022.
Fire Doors Blocked	Hirers, staff, Councillors.	The fire doors are visually checked daily and once a week to ensure they are clear of obstructions and can be opened outwards.	Security Guard (daily visual checks) and Clerk (weekly checks)	Security Guard and Clerk	Weekly	-
Fire Alarm/Extinguishers not Working	Hirers, staff, Councillors.	The fire alarm is checked once a week to ensure it is working, from a different red fire alarm box each time. A six-monthly	-	-	-	-

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		<p>maintenance check is carried out by the alarm company and any issues rectified.</p> <p>The fire extinguishers and emergency lighting is checked at regular intervals by a fire equipment maintenance company to ensure they are in good working order and replaced periodically.</p>				
Smoking in the Building	Hirers, staff, Councillors.	Smoking is banned in the Parish Hall	-	-	-	-
Arson	Hirers, staff, Councillors.	Bins are kept locked in garage so risk of a large load of	-	-	-	-

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		combustible materials being close to the building is minimised. Members of the public are not allowed into the hall unless supervised by Clerk and front door kept locked.				
Portable Heaters and Portable Fan	Hirers, staff, Councillors.	Assistant Clerk, Clerk or Premises Officer ensures it is unplugged when not in use	-	-	-	-
Boiler	Hirers, staff, Councillors.	The boiler is serviced annually and any faults fixed quickly.	-	-	-	-
Housekeeping	Hirers, staff, Councillors.	The hall is kept tidy to ensure	-	-	-	-

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		there is a reduced risk of sources of ignition and clear exit routes should a fire break out in the hall.				

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

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