

PURLEY MEMORIAL HALL – GENERAL RISK ASSESSMENT

This Risk Assessment details those risks that need to be mitigated by the Trustees and staff of Purley Memorial Hall in order to make the Hall safe to be hired out. It does not specify any addition risks that may arise for a specific event. Those risks and any actions to mitigate them should be specified in a separate Event Risk Assessment.

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
Asbestos	Roofing material contains chrysotile asbestos	Warn all contractors of danger. Only enter roof area when suitable precautions have been taken	See asbestos Risk Assessment for more details. A copy can be obtained from the Chaiman or Secretary.
Safety	Fire	Check and replace fire extinguishers each year as necessary. Test fire alarms weekly. Carry out fire risk assessment annually Fire evacuation routes are marked. Items that are defective are removed from the building and disposed of safely.	Regular users are asked to have regular fire drills.
Safety	Electrical	Test emergency lighting monthly. PAT test all Hall electrical appliances annually. Inspect and test building wiring every five years.	Users are asked to report any defective items

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Safety	Cleaning	Hall cleaned once a week. To include kitchen and toilets. Soap and paper towels made available.	
Safety	Cleaning	Follow COSHH regulations regarding all cleaning chemicals. All cleaning chemicals kept in a locked cupboard.	
Insurance	Claims against Hall for accidents due to hirers actions.	Warn all hirers that it is advisable that they have Public Liability Insurance for their event. All outside contractors at events must have Public Liability Insurance for any services provided.	Hirers are warned about the need for PLI cover in the Terms and Conditions for Hirers which they sign. Hirers responsibility to obtain PLI for any outside contractor and make available to Hall Manager if so asked.

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Car Park/paths/ patio/exterior areas	Slipping and tripping	All step edges to be outlined. Consider provision of handrails at step locations. Salt outside paths in icy weather. Ensure paths can accommodate a wheelchair. General good housekeeping is carried out. All areas are well lit, including steps. Trailing leads or cables are moved or protected.	Plan to widen paths in hand.
Toilets	Infection	Toilets to be cleaned on a regular basis Suitable products provided to enable hands to be washed. Signs advising users to wash hands provided. Test emergency alarm in disabled toilet weekly.	
Events	Depends on Event	An event specific Risk Assessment should be created applicable to each event by those organising the event.	Strongly advise hirers that they should look to create a risk assessment for their event.