

EAST PECKHAM JUBILEE HALL – RISK ASSESSMENT

Risk assessment by the Parish Council

An assessment of risk at the Jubilee Hall will be carried on a weekly basis. The assessment will:

- Look for anything that might cause harm - the hazards.
- Decide who might be harmed and how.
- Evaluate the chance that someone might be harmed – the risk – and decide whether the precautions are adequate.
- Record the findings.
- Be reviewed and revised as and when necessary.
- Ensure that Fire exits are clearly marked.

Risk assessment by users of the Jubilee Hall and associated facilities

- Users on their arrival at the Jubilee Hall should carry out their own risk assessment & advise the Parish Council of any concerns.
- Users to familiarise themselves with locations of fire exits and make sure that all fire exits are not obscured
- Users use the facilities at their own risk
- East Peckham Parish Council accepts no responsibility for the loss or damage to any equipment left on the premises
- Users to ensure that they have insurances in place to cover any losses

First Aid

- A first aid kit will be provided by East Peckham Parish Council and stored out of reach of children in the Kitchen area of the Jubilee Hall
- The first aid kit will be checked periodically to ensure its completeness and that all items are 'in date'

Outdoor Equipment

- All outdoor equipment will be inspected periodically and any broken items taken out of use or repaired.
- An Annual ROSPA inspection of all equipment will take place.

Electrical Items

- All electrical items will be inspected at least annually

Fire Extinguishers

- All fire extinguishers will be inspected at least annually

KB December 2020

