



WEASENHAM PARISH COUNCIL

Community Building – Risk Assessment

Adopted: August 2022
Reviewed: July 2026
Next Review: July 2027

This Risk Assessment has been completed by Weasenham Parish Council. Its purpose is to control the risks to people who use the Community Building and to assist in its maintenance and upkeep.

This Risk Assessment should be kept under constant review and formally reviewed annually.

Insurance cover is applicable for public liability and personal accident.

Premises Description

The Community Building can accommodate up to 60 people (the maximum for fire regulations). The premises comprise:

- Main community space
- Small kitchen with:
 - Fridge/freezer
 - Hot water urn
 - Electric kettle
 - Dishwasher
 - Microwave oven
- Accessible toilet facilities
- Storeroom
- Two sets of double doors. One set opening on to the main pathway to the building, and the other, on to the Recreation Field.
- One additional designated fire exit door

Risk Assessment

Hazard	Persons at Risk	Existing Control	Risk Level	Further Action
Slips, trips and falls	All occupants	Floors kept clean and dry, adequate lighting, open space kept clear of obstacles.	Medium	Regular inspections before and during events. A wet floor sign is available in the storeroom.
Overcrowding	All occupants	Maximum occupancy limited to 60 persons.	Medium	Person with responsibility for the building to monitor attendance.
Fire	All occupants	Multiple exits available, clear escape routes, fire procedures displayed, exits kept unlocked when building occupied.	Medium	Firefighting equipment is regularly checked and certified annually. Emergency lighting checked monthly.
Emergency evacuation	All occupants	Two double door exits and one fire exit provide multiple escape routes. The rendezvous point is in the car park.	Medium	Fire door is appropriately signed as such and is kept clear. Rendezvous Point signage displayed. Evacuation route from fire door to be kept clear of obstruction.
Burns/scalds from urn or kettle	All occupants	Hot appliances located in kitchen area; users instructed in safe operation.	Medium	Children to be kept well clear of hot appliances. A first aid kit is available in the storeroom. Both appliances form part of the annual PAT regime.

Microwave use	All occupants	Domestic appliance used according to manufacturer's instructions.	Low	Forms part of the annual PAT regime.
Food contamination	All occupants	Fridge/freezer available for food storage, kitchen cleaned regularly. Persons preparing food on site must hold a food hygiene certificate.	Medium	Appliance should be kept clean. Stored food should be removed by expiry date. Forms part of the annual PAT regime.
Electrical hazards	All occupants	Electrical appliances visually checked; portable appliances tested annually.	Medium	Forms part of the annual PAT regime.
Manual handling	All occupants	Use safe lifting techniques when moving tables, chairs and equipment.	Medium	Guidance provided where necessary.
Chemical storage	All occupants	All cleaning chemicals stored at height in storeroom to keep out of reach of children.		COSHH sheets are available for health and safety purposes.
Accessible toilet	All occupants	Dedicated accessible toilet provided.	Low	Ensure facility remains clear, clean and serviceable.
Furniture/Equipment	All occupants	Table and chairs should be inspected regularly to ensure safe condition.	Low	Chairs should only be stacked 4 high for health and safety reasons.

Emergency Procedures

- Raise the alarm immediately on discovering a fire.
- Leave the building via the nearest safe exit.
- Proceed to the designated rendezvous Point in the car park.
- Call 999 and request the Fire and Rescue Service.
- Do not re-enter the building until authorised by the emergency services.

First Aid

- A suitable stocked first aid kit is available in the storeroom.
- All accidents should be recorded in the Accident Book, also in the storeroom.

Responsibilities

The Parish Council and building hirers should ensure that:

- Occupancy limits are not exceeded.
- Fire exits remain clear.
- Electrical equipment is used safely.
- Kitchen facilities are operated responsibly.
- Any defects or hazards are reported immediately.

Additional Considerations

All contractors on site must provide a copy of their public liability insurance, and any relevant health and safety documentation.

Any volunteer on site running an event for children (0 – 18) must be CRB checked (other than parents of the children).

Contact

The principal contact for the Community Building is the Parish Council Clerk who can be contacted on 07594 410101 or by email at clerk@weasenhamparishcouncil.gov.uk