

Risk Assessment

Task:	Day to day operation of the Public Hall	Date Assessed:	06.01.2025	Assessed by	Jacqui Orange, Facilities Manager
Location/Dept:	Public Hall	Review date:	As required	Ref:	LTC/2025/001

Training & supervision:	
PPE required:	
Other instruction:	This risk assessment will be shared with hirers via www.liskeard.gov.uk and displayed in the Public Hall. Nearest Minor Injury Unit – Liskeard Community Hospital, Clemo Road, PL14 3XD – 01579 373500. Dial 999 in an emergency.

Identified Hazard	Who might be harmed and how?	Level of risk (LxS=R)	Control Measures	Further controls required for improvement	Action by who	By when	Level of residual risk (LxS=R)
Slips, trips, and falls	Staff, contractors, hirers and members of the public - falls causing bruising, sprains, or fractures.	2x2=4	The building will be regularly checked by a member of staff for risks e.g. loose carpet tiles, wet floors, etc. Keep all areas tidy. Do not obstruct passageways. Be aware of trailing cables and use cable mats as required. Lights must be always left on in corridors, toilets, and stairways (note – some are activated by a sensor). Seating and tables in rooms, especially in the main hall, are set up to comply with safety				1x2=2

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			<p>regulations. Please do not change the layout arrangements without checking with the on-duty member of staff.</p> <p>All rooms should be kept tidy.</p>				
Loading, unloading & parking	Staff, contractors, hirers and members of the public - collision with vehicles and/or obstructing the road leading to accidents.	2x4=8	<p>Loading and unloading is possible at the main entrance and side entrance (Barras Place) for a few minutes only. Avoid loading and unloading during busy periods e.g. school time. Do not park on the pavement and avoid parking directly in front of the automatic doors. Use hazard warning lights. There is no parking available at the PH – all vehicles should use Westbourne Car Park (approx. 50m from venue) or on-street parking.</p>				1x4=4
Lifts	Staff, contractors, hirers and members of the public - breakdown and/or incorrect use	2x1	<p>A platform lift is available from the ground floor lobby to the first floor. A stair lift is available from the first-floor lobby to the rear of the Quimperle Room. A stage lift can be accessed from the main hall to the stage. Please request assistance from the on-duty</p>				2x1

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	resulting in entrapment.		member of staff if required. The platform lift is equipped with an emergency call button. Staff are trained on emergency lowering procedures.				
Manual handling	Staff, contractors, hirers and members of the public - poor manual handling resulting in musculoskeletal injuries.	2x3=6	Table and chair trolleys are available to assist with the moving of furniture. Rooms will be set up prior to a booking. Please contact the on-duty member of staff if further assistance is required.				2x2=4
Working at height	Staff, contractors, hirers and members of the public – serious injury and death resulting from a fall. Items e.g. tools, falling		Use appropriate ladders/platforms. Anyone working at height must be suitably trained and competent to do so.				

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	from height causing injury to persons below.						
Fire safety	Staff, contractors, hirers and members of the public - smoke inhalation, burns, serious injury and death.	2x5=10	<p>All staff, contractors and visitors should be aware of the fire evacuation procedure (copies available in each room).</p> <p>A Personal Emergency Evacuation Plan (PEEP) should be completed for any regular visitors who have mobility, sight, hearing or cognitive impairments, or any other relevant circumstances. For short-term injuries such as a broken leg, or temporary medical conditions and those in the later stages of pregnancy, a temporary PEEP is required. Please contact the Facilities Manager facilities@liskeard.gov.uk for further information.</p> <p>The main lobby area is a fire exit and should not be obstructed (no parking of buggies, scooters, etc.</p>				1x5=5

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			<p>No naked flames, pyrotechnics, heat guns, angle grinders, etc are to be used without a Permit to Work.</p> <p>The Town Council's fire alarm system, emergency lighting and firefighting equipment are checked and maintained regularly. Please report any issues to the on-duty member of staff.</p> <p>Portable heaters are only permitted with the consent of the on-duty member of staff due to the potential risk of fire and/or damage to floors.</p> <p>Do not obstruct emergency evacuation routes or fire exits. Make sure that the glass panels in the fire doors are not covered.</p> <p>The Public Hall is a strictly no smoking/vaping venue. This includes outside walkways, lobby areas and porches.</p>				
First aid and accident reporting	Staff, contractors,	2x3=6	First Aid kits are available in each room and include basic instruction				2x2=4

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	hirers & public. Mainly minor injuries e.g. cuts, burns.		on first aid. There is an AED located in the lobby and another in the in the external porch at Barras Street. Please ensure that all accidents/incidents are reported to the on-duty member of staff and recorded in the accident book. More serious incidents must be also reported via RIDDOR.				
Electrical safety	Staff, contractors, hirers and public. Risk of electric shock, burns.	2x4=8	<p>All electrical equipment should be visually inspected before every use (especially plugs and flexes) and any defects reported to the duty caretaker or Facilities Manager. All portable electrical equipment must be PAT tested.</p> <p>Instructions are provided for all the equipment in the semi-commercial kitchen. If you require further assistance, please contact the on-duty member of staff.</p>				1x4=4
Chemicals	Staff, contractors, hirers and public - risks include	2x4=8	No paint, thinners, varnish, etc is permitted in the Public Hall. A COSHH register is kept in the caretaker's room.				2x2=4

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	allergic reaction e.g. asthma, skin irritation, dermatitis, injuries to hands and eyes. More serious effects include serious burns, and cancer						
Illness due to food poisoning, food allergy	Staff, contractors, hirers and members of the public.		Ensure anyone handling food is trained and competent to do so e.g. Level 2 Food Hygiene. Those preparing and/or serving food should have an awareness of food allergies.				1x5=5
Accidental damage or vandalism	Staff, contractors, hirers and members of the public - cuts,	2x1=2	Report all breakages and damages to the on-duty member of staff.				2x1=2

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	abrasions, etc.						
Theft of cash or valuable items e.g. projectors, tools.	Staff, contractors, hirers and public.	1x4=4	Ensure safe cash handling systems are in place if appropriate e.g. cash box. Secure all rooms when not in use.				1x3
Violence & threatening behaviour	Staff, contractors, hirers and members of the public - may result in serious injury.	2x3=6	Call 999 in an emergency. Inform the on-duty member of staff. No one under the influence of alcohol or drugs to be admitted to the building and no alcohol to be consumed on the premises without the permission of the Facilities Manager.				2x3=6
Terrorism (Martyn's Law)	Staff, contractors, hirers and members of the public - serious injury and death for	1x5	Staff and hirers to be vigilant and familiarise themselves with the "Run, Hide, Tell" protocol.				1x5

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	multiple persons.						

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Risk/Priority Indicator Key

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so

Daily Monitoring Checklist

ENSURE THAT YOU HAVE:

ACTION	YES	CONFIRMED BY	COMMENTS