

Risk assessment

Chinnor Village Hall: CVH

Assessment carried out by: Sue Ashdown and Margaret Dingwall

Date of next review: December 2021

Date assessment was carried out: August 2021

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
Hirers not complying with the new T&Cs	All using CVH	New T&C's issued to hirers	Regular reminders to all hirers of new T&c's to be signed and returned to CVH	Booking Administrator	On-going	
Not Receiving Hirers own Risk Assessments	All using CVH	Risk Assessment not returned to CVH	Class not allowed back until Risk Assessment has been received by CVH	Booking Administrator	On-going	
Non use of hand sanitisers provided in various locations around CVH	All using CVH	All notices indicating hand sanitisers in place	Cleaning Company to ensure hand sanitisers are kept full with antibacterial fluid	CVH H&S officers and Cleaning Company	On-going	

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
Empty blue towel holders in main hall and small hall	All using CVH	Routinely checking the dispensers are full	Cleaning Company to ensure dispensers are full	CVH H&S officers and Cleaning Company	On-going	
Use of ladies' main toilet block	All using CVH	Routinely checking All soaps, toilet rolls, bins	Regularly check the toilets	CVH H&S officers and Cleaning Company	On-going	
New signage	All using CVH	Signage in	Regularly check signage is in place	CVH H&S officers	On-going	