DORNOCH SOCIAL CLUB - RISK ASSESSMENT

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| Name and Address of Premises | **Dornoch Community Centre - Social Club School Hill**  **Dornoch**  **IV25 3PF** |
| Number and size of rooms | **Main Hall 115.5 m²**  **Struie Room 44.7 m² Ben Bhraggie Room 34.0 m² Coffee Lounge 36.7 m²**  **Kitchen 20.3 m²** |
| Chair of Management Committee | **Carol Mackay, ………………………… …………… …………………… ……………… …………………………** |
| Name of Assessor | **Carol Mackay** |
| Date of Assessment | **01/09/2022** |
| Date for Review | **01/09/2023** |

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| **CAUSE OF HARM** | **PERSONS AFFECTED** | **EXISTING CONTROL MEASURES** | **EXISITNG RISK**  High/Med/Low | **ACTION REQUIRED** |
| **FIRE** | All hall users through burns & smoke inhalation | Fixed fire alarm throughout the building. Fire exit signs showing nearest safe exit.  All hall users are provided with evacuation procedure and acquainted with fire alarm and assembly points.  Upstairs rooms only to be used for storage  due to no adequate escape route.  No gas appliances to be used inside the hall. | Low | None |
| **ELECTRICITY** | All hall users through electric  shock | Electric system tested regularly by local electrician (last done August 2011).  Portable appliances checked and tested by  approved person and marked accordingly.  Regular checks made by committee members for general wear and tear. | Low | None |
| **HAZARDOUS SUBSTANCES** | Hall users may become ill if coming into contact with hazardous cleaning  materials | All cleaning materials to be kept separately  in chemical cupboard. | Low | No. (n.b. Key now moved out of reach of children). |

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| **CAUSE OF HARM** | **PERSONS AFFECTED** | **EXISTING CONTROL MEASURES** | **EXISTING RISK** | **ACTION REQUIRED** |
| **STORAGE** | Committee members (and some hall users) through  injury from falling equipment | All tables and chairs to be stored neatly in one of the two main store cupboards. | Low | None |
| **FOOD HYGIENE** | All hall users through inappropriately stored and/or prepared food | Committee members have attended food  hygiene courses (viz Judi Sutherland, Jerry Bishop) | Low | None |
| **TRIPPING** | All hall users through tripping. | Corridors and doors are to be kept clear of obstructions at all times and hazard marking tape alerts users to steps. | Low | None |
| **LONE WORKING** | Committee Members working alone in the building | Committee members are aware that  working alone in the hall presents a small risk and are advised to make sure they carry a mobile phone with them to call for assistance in case of emergency. | Low | None |
| **UNRULY BEHAVIOUR** | Committee Members / Stewards at functions | All functions in the hall will be adequately stewarded; committee members will only  act as additional stewards to professionally  trained and appointed secuity staff. | Low | None |