

DORNOCH SOCIAL CLUB - RISK ASSESSMENT

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| Name and Address of Premises | Dornoch 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 | Jerry Bishop, Wester Whinhill, Dornoch, Sutherland, IV25 3RW |
| Name of Assessor | Jerry Bishop |
| Date of Assessment | 14/08/11 |
| Date for Review | 01/08/12 |

| CAUSE OF HARM | PERSONS AFFECTED | EXISTING CONTROL MEASURES | EXISTING RISK High/Med/Low | ACTION REQUIRED |
|----------------------|--|--|-------------------------------|--|
| FIRE | All hall users through burns & smoke inhalation | <p>Fixed fire alarm throughout the building. Fire exit signs showing nearest safe exit.</p> <p>All hall users are provided with evacuation procedure and acquainted with fire alarm and assembly points.</p> <p>Upstairs rooms only to be used for storage due to no adequate escape route.</p> <p>No gas appliances to be used inside the hall.</p> | Low | None |
| ELECTRICITY | All hall users through electric shock | <p>Electric system tested regularly by local electrician (last done August 2011).</p> <p>Portable appliances checked and tested by approved person and marked accordingly.</p> <p>Regular checks made by committee members for general wear and tear.</p> | 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). |
| 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 | Corridors and doors are to be kept clear of | Low | None |

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|----------------------|---|--|---------------------------------------|------------------------|
| | tripping | obstructions at all times and hazard marking tape alerts users to steps. | | |
| 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 security staff. | Low | None |