

RISK ASSESSMENT External Premises Safety and Security

Date of Risk Assessment	Initial Assessment September 2021.
Review Date	Yearly unless any changes
Assessment Completed By	Committee members

What are the hazards	Hazard level	Who might be harmed and potential consequences	What controls are in place	What further action is necessary	Action by who and by when	Date completed	Final hazard level
Darkness Uneven surface Steps Lone access and departure Debris Intruders Damage/loss to the property	Low	<ul style="list-style-type: none"> <li>• Volunteers</li> <li>• Hirers</li> <li>• Contractors</li> <li>• Local residents</li> </ul>	<ul style="list-style-type: none"> <li>• Security lights over the rear car park, Disabled Ramp, front door and Ruth Dickson Room. Check all are working and inform a committee member if otherwise.</li> <li>• Ensure steps are highlighted in fluorescent yellow paint for clear marking</li> <li>• Ensure flooring is cleared from debris where people walk including snow/ice/falling twigs</li> </ul>	<p>Check visually monthly</p> <p>Repaint as required</p> <p>See separate maintenance sheet</p>	BVHO committee		

			<p>and leaves/moss. Maintenance schedule followed.</p> <ul style="list-style-type: none"> <li>• Light switches for the front porch are sited just inside the front double doors to the left and are highlighted</li> <li>• Maintain a list of key holders</li> <li>• Remind hirers to check windows and doors are secure before leaving the premises</li> </ul>	<p>New front lights to be installed when BPC renovate the front of the hall</p> <p>See separate file</p> <p>At hire induction</p>	<p>Installed December 2022</p>		
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