

RISK ASSESSMENT FIRST AID AND RIDDOR (Reporting Injuries, Disease and Dangerous Occurrences Regulations)

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|-------------------------|---------------------------------|
| Date of Risk Assessment | Initial Assessment January 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 |
|-------------------------|--------------|---|---|----------------------------------|---------------------------|----------------|--------------------|
| Incidents and accidents | Low | <ul style="list-style-type: none"> • Volunteers • Hirers • Contractors <p>Injury both major or small following an Incident or accident</p> | <ul style="list-style-type: none"> • First Aid box with contents. Main box on the kitchen wall. Smaller First Aid bag by the sink in the RDR • First Aid instruction manual in place • Any accident or incident occurring at the hall MUST be reported to a member of the committee AS SOON AS POSSIBLE • Accident book to be completed following any incident or | None | | | Low |

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|--|--|--|---|--|--|--|--|
| | | | <p>accident which requires First Aid or Not</p> <ul style="list-style-type: none">• Incident/accident may need to be reported to the HSE as identified in the Accident book• Accident book sheet to be removed following completion and stored safely as directed by the Data Protection Act• First Aid box to be maintained and restocked 3 monthly <p>FIRST AID STATION IS IN THE MAIN KITCHEN. A SMALL PORTABLE FIRST AID BAG IS LOCATED IN THE RUTH DICKSON ROOM- In the event of emergency call</p> <p>999</p> | | | | |
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| | | | <p>The address is</p> <p>Barlaston Village Hall</p> <p>1. Longton Road</p> <p>Barlaston</p> <p>Stoke on Trent</p> <p>ST12 9AA</p> | | | | |
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