PANT MEMORIAL INSTITUTE - Registered Charity 240435
Pant Memorial Hall, Pant, Oswestry, SY10 9QG

RISK ASSESSMENT - OCTOBER 2026

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	What happened in the past year? (no issues arose or action taken with evidence)
Electricity	Users risk electric shocks or burns from faulty insulation Users may bring unsafe equipment to hall Solar equipment and feeds	All work carried out by qualified and registered electricians Five yearly inspection of installation Solar equipment in 'plant room' behind coded door All hall equipment PAT tested annually All plug-in socket covers removed and their future use banned Booking conditions mandate safe equipment – regular hirers offered to join hall PAT session.	Installation test report October 2022 following solar equipment installation – revised February 2023. Revised test Sep 2025 with new panel. Next PAT due November 2026 – to be offered to hirers	Secretary	PAT completed November 2025
Work at height	Anyone risks injury when working at height. Mobile phone coverage at hall can be poor, so lone users cannot rely on a mobile as a safety aid.	Contractors and hirers reminded that mobile coverage is poor (O2 and Vodafone only, no EE or 3) Hall stepladder not to be used when alone and its condition monitored. Committee members reminded to tell someone that they are at the hall. Any work at height done with min two people present.	No further action needed.	Secretary	No issues arose.
Hot water	Hot water presents a scald risk. Kitchen has a boiling water device.	'No children in kitchen' policy with notice placed. 'caution – hot water' stickers in kitchen Boiling water device is secured to wall and positioned for safe use of teapots. Hirer information advises boiling water device in kitchen. Burn dressings included in first aid kit	No further action needed	Booking secretary	No issues arose.
Vehicle Movement	Risk of collision or injury from moving vehicles in car park	Car park is small. Good visibility in both directions – bus shelter positioned to avoid blocking view. Remind hirers of need to supervise children at all times due to passing traffic.	Trim St Johns Wort plant by car park entrance as needed to ensure clear visibility.	Committee	Plant trimmed at intervals.

Accidents	Anyone	First aid kits available with BSE approved contents. Blue plasters (food preparation) and eye wash bottles added to standard list. First aid kits checked monthly, logged, items replaced as needed (or when out of date) Accident form system implemented.		Secretary	Checks made monthly and are logged in health and safety file. No accidents
Outside Play area	Risk of slipping. Possible risk in icy weather despite non-slip surface. Children can climb on to brick wall which has drop to tarmac on far side.	Area fenced off with gate that is very difficult to open from outside and child-proofed from inside. Access door to this area from hall is locked, with key left on adjacent high window sill. Hirers reminded to supervise children at all times.	Any replacement gate and fence to be 'no climb' (vertical slats) with secure fixing.	Committee	No issues arose.
Fire	Risk of injury or death in case of fire Building is a single-storey structure with fire exits and ramps at both ends. Kitchen fire doors replaced in 2021.	Professional fire risk assessment done November 2017 and all actions implemented. Maximum occupancy 100 and hirers advised. Fire sensor installed in plant room July 2023 following internal rearrangement and advice from Chubb. Fire alarm and up to date emergency lighting installed. Fire equipment checks in place and logged (rota for weekly/monthly check, Chubb for 6/12 month checks) No smoking/vaping signs in place. No external bins, hirers to remove all rubbish. Total ban on gas appliances. Professional caterers may use small food-warming burners at their risk and responsibility if alarm is set off. Regular review of stored items. FRA repeated Sep 2026	Continue to monitor stored items and keep to minimum. .	Secretary	New fire risk assessment carried out September 2026. Added to website and copy in health and safety folder, available in hall. Maximum occupancy changed to 100.
Hygiene	Food poisoning. Infection spread risk. Vermin attracted by food.	Self-employed cleaner visiting as required Bin liners provided to help users remove their own rubbish. Blue plasters added to first aid kit. Food storage limited to tea/biscuits in sealed containers. Manual flush installed for urinals (with sign) Steam cleaning of floors carried out as required.	Monitor overall cleanliness. Increase cleaner visits if needed. Check fridge weekly to ensure no food left in it (as part of general test procedure) Leave fridge empty and open when switched off.	Committee	No issues arose.
Manual Handling	Risk of injury if lifting items that are too heavy. All chairs and tables are placed in hall and then returned to store after each event.	table rack and trolleys provided. Room layout and storage information provided. Tables numbered to aid fault reporting. Signs placed for correct storage.	Update storage room layout guidance as required.	Secretary	Storage room rearranged for easier access.

Replacing Light Tubes/ cleaning light fittings	All at ceiling level with risk of falling while replacing	Long-life LED panels fitted to main room July 2020 Kitchen/entrance hall ceiling height ensures that fitting cleaning/replacement can be done only by professional with own ladder. Occasional clean of ceiling light shades in toilets needed, as not sealed.	Anyone cleaning lights to ensure have help at hand, take care when using stepladder. Turn off breaker to toilet lights before removing shades.	Committee	No issues arose. Lights in toilets to be cleaned when planned decorating done.
Children on Premises	Hall is on busy main road and has several separate areas so children can go out of sight. General safeguarding.	Need to supervise children is stressed. "No children in kitchen" sign placed. Safeguarding policy in place. Hiring agreement mandates childcare provisions and DBS checks for commercial hirers running activities for children. Message reinforced to all (including contractors and villagers) that hall access is only by arrangement – no 'just popping in as it was open.'	No further action needed beyond reminders to hirers.	Booking secretary	No issues arose.
Bouncy Castles	Risk of injury (and damage) from use of these. Insurers mandate only professional suppliers.	Bouncy castles are only allowed inside the hall, limited to 2.4 metre height (i.e. 6 years and under). Hirers must provide copy of public liability to booking secretary before booking is confirmed.	Continue to remind users of this requirement. No hall hire for bouncy castle use unless public liability policy provided.	Booking secretary	No issues arose.
Violence and Aggression	Risk of escalation of arguments regarding use of hall or car park. Risk to committee member property if they are known to be absent from home.	Personal details of committee members are not public domain. The contact details for the hall are its own address, the booking mobile and generic email addresses. No alcohol licence for hall – any hirers wishing to sell alcohol must obtain their own licence. Committee reminded NOT to give out personal details of other members. (mandated in data protection policy)		Secretary Committee members	No issues arose.
Legionnaire's Disease	Risk of infection from legionella bacteria. Risk temperature range for water is 20-45 degrees centigrade. Hot water for kitchen sink and toilets now all from main tank	Legionella prevention mode running in tank. Water heated twice weekly throughout year. No showers 'Boiling' water device for hot drinks is set to 96 degrees	Drain and refill boiling water device if not used for more than a week. If hall is not in regular use, taps to be run and toilets flushed weekly.	Booking secretary to advise secretary if hall out of use.	No issues arose.
Hazardous Substances	Risk of inhalation or burn injury from cleaning products.	Cleaner provides her own cleaning materials and rubber gloves. No cleaning tasks require materials beyond normal domestic use. Any COSHH substances used by professionals only.	No further action needed		No issues arose.

Storage	Incorrect storage risks injury from falling objects	New table storage system and storeroom layout implemented September 2019 explanatory signs in place, pictorial where possible. Cleaning cupboard fitted with hooks and shelves.	Continue monitoring of storage. Ensure unused items removed. Revise storeroom layout as furniture changes.	Secretary	Store room decluttered and tidied October 2026 (and ongoing)
Asbestos	Very low risk to users and committee members in normal circumstances. Risk to maintenance workers.	Asbestos survey carried out January 2018. Some sources identified and recorded. 500kg of asbestos removed and professionally disposed during hallway works August 2018. Asbestos management plan issued	Review asbestos management plan when further works done, issue to contractors. (plan updated Oct 2022)	Secretary	No issues arose.
Off site risks	Risks when distributing leaflets for events; dog threat, falls, trips	We cannot control off site hazards, so can only be aware. Caution when approaching properties where dog heard/seen – if in doubt, avoid. Extra care at weekends when dogs are loose. Do not leaflet in icy conditions. Look out for loose steps etc.	No further action possible.	Committee	Leaflet distributors reminded October 2026.
SARS COV-2 (Covid 19)	All mandatory precautions ended – virus still very prevalent. Responsibility with hirers but venue continues to offer mitigation measures.	• All windows can be opened, keys provided throughout building • Sign on entrance board reminds attendees of the risk and to respect each other • 'no bin zone' maintained • hand soap provided (sanitiser does not control disease) • keysafe system allows reduced contact for booking secretary	Continue to monitor government guidance, if any. "Stay away if unwell" policy		Leaking hand soap dispenser in ladies; to be replaced November 2026.

DATE OF NEXT REVIEW: October 2027