

The Committee has carried out risk assessments. The following practices must be followed in order to minimise risks:

- Make sure that all emergency exit doors are clear and unlocked as soon as the hall is to be used and throughout the hiring.
- Do not operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration etc.
- Do not work on steps, ladders or at height until they are properly secured and another person is present.
- Do not leave portable electrical or gas appliances operating while unattended.
- Do not bring into the property any portable electrical appliances which have not been Portable Appliance Tested.
- Do not attempt to move heavy or bulky items
- Do not attempt to carry or tip a water boiler when it contains hot water. Leave it to cool.
- Do not allow children in the kitchen except under close supervision
- Avoid over-crowding in the kitchen and do not allow running.
- Report any evidence of damage or faults to equipment or the building's facilities to the Bookings Clerk.
- Report every accident in the accident book and to the Bookings Clerk.
- Be aware and seek to avoid the following risks:
 - Creating slipping hazards
 - Creating tripping hazards such as buggies, umbrellas, mops and other items left in halls and corridors
- Use adequate lighting to avoid tripping in poorly lit areas
- Risk to individuals while in sole occupancy of the building
- Risks involved in handling kitchen equipment eg cookers, water heaters and knives
- Creating toppling hazards by piling equipment eg. In store cupboards.