

					Existing procedure adequate.
		11. Lifting injury Users may suffer strains, back pain etc. if they attempt to lift and carry equipment that is too heavy or awkward to handle.	L/M	When moving tables always assess the load and the route to be taken. Large or heavy items may need 2 people to lift safely. Only carry what you are comfortable with. Consider sharing or reducing the load.	Staff take personal responsibility for their decision. Existing procedure adequate.
		12. Fire alarm procedure	L	Fire notice in place in hall. Escape routes kept clear. Green with white pictograms signage showing fire exits. Fire extinguishers in situ and visually checked. Assemble on assembly point. Non-smoking site. Install and maintain fire extinguishers in accessible locations throughout the cafe. Staff members are given training to ensure they are familiar with evacuation procedures. Keep flammable materials stored safely and away from heat sources.	Existing procedure adequate.
		13. Breakages	L	Regular checks to clear breakages and debris from the floor and tables.	Assess cause and review reasons. Revise practice if necessary. Advise council of damages. Existing procedure adequate.
		14. PAT Testing	L	All electricals are tested regularly. (Latest test July 2024)	Existing procedure adequate.
		15. Water Testing	L	Completed annually.	Existing procedure adequate.
		16. Water Heater Restrictor	L	Already installed in the Parish Hall system.	Existing procedure adequate.
		17. Manual Handling training The lead informed the council that this was not necessary.	L		Existing procedure adequate.
		18. Clearing floors/tables	L	Clean immediately when made aware of and put wet floor sign out. Clear up spillages immediately. No trailing electrical leads. Café helpers (staff) to assist people moving about the room with hot drinks if there are temporary obstacles (handbags, dogs etc.) Request that dogs are kept on a short lead. Café helpers (staff) to be aware of number of dogs or pushchairs in the room and take action if necessary. Visually check locations before event starts	Existing procedure adequate.
		19. Opening up / closing down	L	Floor Space clear. Hall cleaned and tidied at end.	Existing procedure adequate.
		20. Security of the Hall at close Installed security cameras and alarms to deter theft and vandalism.	L	Ensure that all entrances and exits are properly secured when the cafe is closed. Train staff members on how to handle unruly customers or potential security threats.	Existing procedure adequate.

	<p>All windows have external locking metal shutters.</p> <p>21. Illness / absent staff Minimum of 2 staff needed to open (one must have FH certificate)</p> <p>22. Step hazard into meeting room</p> <p>23. Uneven tarmac pathway to hatch</p> <p>24. Residual Risk</p> <p>25. First Aid Minor injuries not treated, possible passing on infection.</p>		<p>L Review guidelines on minimum staffing and their qualifications applicable prior to opening on each day. Keep all areas ventilated. Promote hand washing.</p> <p>L Meeting room door to remain shut. Only entry is via the main door.</p> <p>L Area painted as precautionary warning, report if needed to reapply.</p> <p>L All users to be made aware NO access to kitchen</p> <p>L First Aid kit available in the kitchen including blue plasters for food handling.</p>	<p>Existing procedure adequate.</p> <p>Existing procedure adequate.</p> <p>Existing procedure adequate.</p> <p>Existing procedure adequate.</p> <p>Existing procedure adequate.</p>
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PR Whibley
Clerk BRPC
V8 SEPTEMBER 2024