

**WEST DOWN PARISH HALL**  
**MANAGEMENT COMMITTEE**

**RISK ASSESSMENTS**

**REVIEW DATED: November 2024**

<b><u>POSSIBLE HAZARDS</u></b>	<b><u>WHO IS AT RISK</u></b>	<b><u>RISK CONTROL/ ACTION TO BE TAKEN</u></b>	<b><u>PROGRESS OF ACTION</u></b>
<b>ITEMS FROM NOVEMBER 2023 REVIEW</b>			
<b>First Aid Kit</b>	<b>All users</b>	<b>New First Aid Kit Purchased</b>	<b>Complete</b>
<b>Outside path and lighting</b>	<b>Users to the side of the Property</b>	<b>New Patio created and lighting installed</b>	<b>Complete</b>
<b>ITEMS FROM NOVEMBER 2024 REVIEW</b>			
<b>Loft Ladder / Grab Handle</b>	<b>Anyone using the new front loft</b>	<b>Grab Handle fitted to assist users</b>	<b>Complete</b>
<b>Front road /Hall entrance surface</b>	<b>All users</b>	<b>Area now tarmacked</b>	<b>Complete</b>
<b>Raised drain cover in car park</b>	<b>All users</b>	<b>Now adjusted</b>	<b>Complete</b>
<b>Kitchen roof leak</b>	<b>Kitchen users</b>	<b>Roof repaired</b>	<b>Complete</b>
<b>Fire extinguisher stolen</b>	<b>All users</b>	<b>New Fire extinguisher bought</b>	<b>Complete</b>