



CORN EXCHANGE

Corn Exchange Risk Assessment

Assessed by: Sarah Johnson

Date Assessed: 26th June 2024

Persons at Risk:

Review Date: 26th June 2025

- The public including children
- Town Council staff
- Contractors
- Event attendees

Hazard	Risk	Controls in Place	Impact (1-5)	Likelihood (1-5)	Additional Controls Required
Fire hazards	Fire from electrical faults or kitchen/bar use	<ul style="list-style-type: none"> - Regular PAT testing of all electrical equipment - Fire extinguishers placed at strategic points - No smoking policy enforcement - Regular fire drills and safety briefings 	4	2	Install smoke detectors and a fire alarm system
Electrical safety	Electric shock or fire	<ul style="list-style-type: none"> - Ensure all electrical equipment is PAT tested - Use certified contractors for electrical installations - Regular inspection of electrical connections and equipment 	5	2	Regular staff training on electrical safety



CORN EXCHANGE

Overcrowding	Injuries from overcrowding	<ul style="list-style-type: none"> - Limit number of attendees according to building capacity - Ensure clear signage for exits - Regular monitoring of crowd density 	4	3	Employ crowd control personnel during large events
Accessibility	Slips, trips and falls from steps to stage and building entrance, and curtain strings. Slips from wet floors, trips from uneven surfaces	<ul style="list-style-type: none"> Well-lit signage, non-slip surfaces on steps, periodic inspection of curtain strings. - Use non-slip mats - Ensure good lighting in all areas - Regular inspection and immediate rectification of hazards 	3	3	Ensure steps are event and curtain strings are in a place of safety. Place warning signs for wet floors and other hazards.
Window safety	Injury from window drawstrings	<ul style="list-style-type: none"> - Securely fasten curtains and drawstrings - Regularly inspect window mechanisms 	3	2	Install safety catches on windows
Fire exits	Blocked fire exits	<ul style="list-style-type: none"> - Ensure fire exits are clearly marked and unobstructed at all times - Conduct regular fire drills 	5	1	Conduct regular inspections and drills
Food safety	Foodborne illnesses from kitchen use	<ul style="list-style-type: none"> - Regular inspection and maintenance of kitchen facilities - Staff training on food safety and hygiene - Ensure proper food storage and handling 	4	2	Regular health inspections and food safety audits
Structural safety including weather related incidents	Injuries from building integrity issues	<ul style="list-style-type: none"> - Regular inspection of the building structure - Immediate repair of identified issues 	5	2	Hire structural engineers for periodic safety assessments
Toilet facilities	Hygiene issues	<ul style="list-style-type: none"> - Regular cleaning and maintenance - Ensure availability of cleaning supplies 	3	2	Install automatic hand sanitisers



CORN EXCHANGE

Environmental factors	Overheating and discomfort due to heaters and weather inadequate ventilation.	Proper ventilation systems, temperature monitoring.	2	3	Regular maintenance of ventilation systems, consider alternative cooling options.
Emergency response See also FTC Emergency Plan	Delayed response to emergencies	Train staff in first aid and emergency procedures Ensure easy access for emergency services	5	1	Regular emergency drills and reviews
Legal and regulatory issues	Non-compliance with health and safety regulations, licensing requirements.	Regular audits, adherence to local regulations, staff training on compliance.	4	3	Strengthen compliance monitoring, ensure all licenses are up to date.
Chairs and Tables See Manual Handling RA	Injury from falling stacks of chairs and tables plus injury from the manual handling of chairs and tables	Proper stacking procedures, clear signage for safe stacking limits, staff training on safe handling and stacking. Use of proper lifting techniques, availability of trolleys and other equipment to assist with moving, staff training on safe handling procedures.	3	2	Implement regular inspections of stacked items, use securing mechanisms for stacked chairs and tables, conduct periodic safety training for staff. Review and update event safety protocols, conduct regular drills for staff and event organizers on safe handling and emergency response.
Heaters	Burns from touching heaters and fire caused	Clear signage indicating hot surfaces and prohibiting covering heaters, protective guards around heaters, regular	4	3	Increase awareness through public announcements, conduct regular fire safety drills, ensure heaters are positioned away



CORN EXCHANGE

	by heaters being covered with coats or other items.	monitoring by staff, installation of fire alarms and extinguishers, staff training on heater safety.			from high-traffic areas where items may be placed on them, conduct regular inspections to ensure protective measures are in place, provide safety briefings during public events.
Condition of the building and structural safety	Injury caused by building defects.	Regular inspections, prompt repairs, clear access routes, adequate lighting, annual testing of electrical appliances, asbestos monitoring and water risk assessments.	4	3	Enhance reporting and monitoring systems, increase staff training on defect identification.
Security	Fire and vandalism	Regular premises inspections and close working relationship with local police.	4	3	Increase staff training on security protocols.
Finance and compliance See also FTC Finance and Audit RA	Failure to maintain adequate financial resources and comply with regulations could lead to operational disruptions, legal penalties, and potential closure.	Regular financial audits and budget monitoring Comprehensive insurance coverage Regular inspections and staff training for compliance Up-to-date licenses and permits maintained Legal consultation for regulatory updates	4	3	Strengthen budget monitoring procedures Enhance frequency of compliance inspections Increase staff training on compliance

* See also risk assessments for

- Community Larder
- Cinema
- Events



CORN EXCHANGE

- Manual Handling
- FTC Emergency Plan
- Fire
- Health and Safety Policy
- Water

This comprehensive risk assessment covers a wide range of potential hazards and controls for the Corn Exchange in Faringdon, ensuring safety and security for all users and preserving the integrity of the historic building.