

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom?	Action by when?	Done
<p>Slips, trips and falls</p> <p>E.g. uneven surface of car park, cleaning floors etc.</p>	<p>Users of the hall and car park may suffer injuries such as fractures or bruising if they slip, e.g. on spillages or trip over objects.</p>	<p>Car park surface maintained to be as even as possible.</p> <p>Parking spaces for visitors with disabilities available next to hall entrance.</p> <p>Good lighting in car park and all rooms and corridors in hall.</p> <p>Users know (through hire agreement) to clear up spillages immediately and know where equipment for this is kept.</p> <p>Mats at entrances to stop rain water being carried in.</p> <p>No storage in corridors.</p> <p>No trailing electrical leads/cables.</p>	<p>Surface to be inspected regularly and repaired as necessary.</p> <p>Hire Agreement needs editing.</p>	<p>H&S sub committee</p> <p>H&S sub committee</p>	<p>Inspect three-monthly</p> <p>30/11/18</p>	<p>30/11/18</p> <p>30/11/18</p>
<p>Work at height</p> <p>E.g. changing light bulbs, cleaning</p>	<p>Anyone working at any height could suffer injuries,</p>	<p>Appropriate, commercial stepladder securely stored and available for use.</p> <p>Hall users know (through hire agreement) that they are responsible for using the stepladder</p>	<p>Print copies of HSE guidance on safe use of stepladders and make available to stepladder users. Edit</p>	<p>H&S sub committee</p>	<p>30/11/18</p>	<p>30/11/18</p>

Cusop Village Hall

Risk Assessment dated 30th November 2018

windows, putting up decorations, erecting marquee etc.	possibly very serious ones, should they fall.	safely. Hall committee members and cleaner know how to use the stepladder safely.	Hall Hire agreement form. Put in place system for checking condition of stepladder. Consider implications for work at height of any future alterations to the hall.	H&S sub committee	30/11/18	30/11/18
Vehicle movement	Pedestrians could suffer serious injury if struck by cars entering/leaving car park or moving in it.	Entrance/exit to car park clearly marked. For large events, recommend to users that parking controlled by marshals wearing high-visibility vests. Car park well lit.	Apply 5 mph speed limit in car park and put up signs.		30/11/18	30/11/18
			Advise users of hall, through hire agreement, to consider whether they need to control car parking.		30/11/18	30/11/18
Hazardous substances E.g. cleaning products	The cleaner, and others cleaning, risk skin problems, e.g. dermatitis and eye damage, from direct contact with	Mops, brushes and strong rubber gloves provided. Cleaning products marked 'irritant' replaced with milder alternatives.	Caretaker reminded to check for dry, red or itchy skin on their hands and, if finding any, to go to doctors for advice and to tell	H&S sub committee	Done by letter	30/11/18

	cleaning chemicals. Vapour may cause breathing problems.	Cleaning products stored securely.	the secretary to the management committee. Cleaner's contract modified to specify that products must be used safely,			
Electricity	Users risk electric shocks or burns from faulty equipment or installation.	Fixed installation correctly installed by qualified electrician, and inspected regularly. All repairs by qualified electrician. All portable equipment is PAT tested. Safety plugs in sockets. Portable equipment checked for visual signs of damage before use. Hall users know they are responsible for any equipment used on site.	Make sure hall users know where the fuse box is and how to switch supply off in an emergency. Remind users that portable equipment considered unsafe should be reported to the bookings clerk		30/11/18 30/11/18	30/11/18 30/11/18
Stored equipment	Users could be injured by collapsing	Users know, because it is highlighted on the booking confirmation form, that they must stack tables and chairs carefully so that they	No further action needed.			

	stacks	do not collapse				
Manual handling	Users may suffer back pain if they try to lift objects that are too heavy or awkward.	The Management Committee does not expect users to carry/move anything heavy or awkward.	No further action needed.			
Fire	If trapped, people could suffer fatal injuries from smoke inhalation/burns	<p>Fire risk considered to be low because of the size of the hall, facilities in kitchen, generous provision of fire doors etc. Key points are included in the H& S policy and in the Hire Agreement.</p> <p>Fire Alarm is checked weekly by the caretaker.</p> <p>Fire Extinguisher provided in kitchen and serviced annually.</p>	<p>Check caretaker's log to ensure checks carried out.</p> <p>Check fire extinguisher in date</p>	<p>H&S sub committee</p> <p>H&S sub committee</p>	<p>30/11/18</p> <p>30/11/18</p>	<p>30/11/18</p> <p>30/11/18</p>