

Risk Assessment

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
Slips, trips and falls E.g. uneven surface of car park, cleaning floors etc.	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.	<ul style="list-style-type: none"> • Car park surface maintained to be as even as possible. • Parking spaces for visitors with disabilities. • Good lighting in car park and all rooms and corridors in hall. • Users know (through hire agreement) to clear up spillages immediately and know where equipment for this is kept. • Mats at entrance to stop rainwater being carried in. • No storage in corridors. • No trailing electrical leads/cables. 	<ul style="list-style-type: none"> • Surfaces to be inspected regularly and repaired as necessary. 	Councillor on Strand Committee.	Inspect 3 monthly	25/2/2022 then every 6 months.
			<ul style="list-style-type: none"> • Check that hall cleaner knows which products to use on which type of floor. 	(Cosh Rep)	Inspect every 3 months	TBA
Working at heights E.g. changing light bulbs, cleaning windows, putting up decorations etc.	Anyone working at height could suffer injuries, possible very serious ones, should they fall.	<ul style="list-style-type: none"> • Appropriate, commercial stepladder securely stored and available for use. • Hall users know (through hire agreement) that they are responsible for using the stepladder safely. 	<ul style="list-style-type: none"> • Only authorised personnel can use ladders or carry out works with appropriate certification. 	Cllr Davies.	N/A	When necessary.

		<ul style="list-style-type: none"> Hall committee member and cleaner know how to use the stepladder safety. 	<ul style="list-style-type: none"> Put in place system for checking condition of stepladder. 	Cllr Davies.	As needed	When necessary
			<ul style="list-style-type: none"> Consider implication for work at height of any future alternation to the hall. 	Cllr Davies.	As needed	When necessary
Vehicle movement	Pedestrians could suffer serious injury if struck by cars entering/leaving car park or moving in it.	<ul style="list-style-type: none"> As only one way in clearly mark on entrance. Car park well lit. Skip/recycling collection takers place at times when hall not in use. As car park neighbours have delivery access only, inform them of no parking only delivering only. Mark out parking bays for certain people. 	<ul style="list-style-type: none"> Apply 5 mph speed limited in car park and put-up signs. Put lighting up in the car park. 	Strand Hall Committee. Via Full Council	TBA	As required
			<ul style="list-style-type: none"> Advise users of hall, through hire agreement, to consider whether they need to control car parking. 	Clerk.	As required	As required
Hazardous substances E.g. cleaning products	The cleaner, and other cleaning, risk skin problems, e.g. dermatitis and eye damage, from direct contact with cleaning chemicals.	<ul style="list-style-type: none"> Mops, brushes and strong rubber gloves provided. Cleaning products marked 'irritant' replaces with milder alternatives. Cleaner trained to use products safely e.g. follow instruction on the label, dilute properly and never transfer to an unmarked container. 	<ul style="list-style-type: none"> Cleaner reminded to check for dry, red or itchy skin on hands and, if finding any, to go to the doctors for advice and to tell the secretary to the management committee 	Cllr Davies (COSH REP)	TBA	Every 6 months

		<ul style="list-style-type: none"> • Cleaning products stored securely 				
Electricity	User's risk electric shock or burns from faulty equipment or installation.	<ul style="list-style-type: none"> • Fixed installation correctly installed by qualified electrician and inspected regularly. • All repairs by qualified electrician. • Safety pugs in sockets. • Portable equipment checked for visual signs of damage before use. • Hall users know that they are responsible for any equipment used on site. 	<ul style="list-style-type: none"> • Make sure hall users know where the fuse box is and how to switch supply off in emergency. 	Cllr Davies	As required	As required
			<ul style="list-style-type: none"> • Remind users that portable equipment considered unsafe should be marked and taken out of use. 	Clerk (given out when booking)	As required	
Stored equipment	Users could be injured by collapsing stacks	<ul style="list-style-type: none"> • Users know that they must stack tables and chairs carefully so that they do not collapse 	<ul style="list-style-type: none"> • No further action needed. 			
Manual Handling	Users may suffer back pain if they try to lift objects that are too heavy or awkward	<ul style="list-style-type: none"> • Trolleys available to move heavy equipment and users know where they are kept. 	<ul style="list-style-type: none"> • No further action needed 			
Fire	If trapped, Wheelchair users, staff, Hirers could suffer fatal injuries from smoke inhalation/burns	<ul style="list-style-type: none"> • Fire Risk Assessment done See File 	<ul style="list-style-type: none"> • Advise of location of Evac chair. Ensure the actions identified as necessary by the fire risk assessments are done. 	Chair of the Management Committee	From now on	Ongoing

			<ul style="list-style-type: none"> Advise users of hall, through hire agreement, to be aware of fire points and procedures. 			
Upstairs Balcony	People throwing items, being silly, falling over.	<ul style="list-style-type: none"> Hall users know that they must station someone responsible to control the area. Check area before each event and maintain where needed 	<ul style="list-style-type: none"> Advise users of hall. Report any maintenance to Clerk ASAP 	Clerk (given out when booking)	25/02/2022	Ongoing

To Be Reviewed 12 months from the above risk assessment date