

What are the hazards?	Who might be harmed and how?	What are already doing?	What further action is necessary?	Action by who?	Action by when?	Done
<b>Slips, trips and falls</b>  Eg uneven car park surface, floor cleaning, kitchen use etc	Users of the hall and car park may suffer injuries such as fractures or bruising if they slip eg, on a polished floor, or trip over objects. Night time use of the car park.	<ul style="list-style-type: none"> <li>• Car park surface to be maintained as evenly as possible</li> <li>• Parking spaces designated for visitors with disabilities making accessibility easy for them</li> <li>• All rooms and corridors in the hall complex have good lighting</li> <li>• Users are aware (through hire agreement) to clear up spillages immediately and know where equipment for this is kept.</li> <li>• Mats at all entrances to stop rain water being brought in.</li> <li>• No storage in corridors</li> <li>• No trailing electrical cables or electrical leads</li> </ul>	<ul style="list-style-type: none"> <li>• Surfaces (inside and out) regularly inspected and promptly repaired as necessary</li> </ul>			3 monthly intervals
			<ul style="list-style-type: none"> <li>• Check that hall cleaners know which products to use on which type of floor surface.</li> </ul>			02/09/2021
			<ul style="list-style-type: none"> <li>• That the hall floor surfaces when cleaned are dry and ready for use before use.</li> </ul>			02/09/2021
<b>Work at height</b>  Eg Changing light bulbs, cleaning windows, putting up decorations, dusting at high level	Anyone working at any height could suffer injuries, and they could be serious if a fall occurs.	<ul style="list-style-type: none"> <li>• An appropriate commercial stepladder securely stored and available for use.</li> <li>• Hall users know (through hire agreement) that they are responsible for using the stepladder safely (putting up decorations etc)</li> <li>• All users of the stepladder know how to use it safely.</li> </ul>	<ul style="list-style-type: none"> <li>• Print copies of HSE guidance on safe use of stepladders and make available to all those who may use the stepladder.</li> </ul>			
			<ul style="list-style-type: none"> <li>• Ensure systems in place to check condition of stepladder.</li> </ul>			
			<ul style="list-style-type: none"> <li>• Consider implications for work at height of any future alterations to the hall.</li> </ul>			

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<b>Vehicle movement</b>	Pedestrians could suffer serious injury if struck by cars entering/leaving car park or moving in it.	<ul style="list-style-type: none"> <li>Entrance/exit to car park clearly visible</li> <li>Skip/recycling collection takes place at times when hall not in use.</li> </ul>	<ul style="list-style-type: none"> <li>Advise users of hall, through hire agreement, to consider whether they need to control car parking.</li> </ul>			
			<ul style="list-style-type: none"> <li>Car park well lit by automatic floodlight</li> </ul>			
<b>Hazardous substances</b> Eg cleaning products	The cleaners and others cleaning, risk skin problems, eg dermatitis and eye damage, from direct contact with cleaning chemicals. Vapour may cause breathing problems.	<ul style="list-style-type: none"> <li>Mops, brushes and strong rubber gloves provided.</li> <li>Cleaning products marked 'irritant' replaced with milder Alternatives.</li> <li>Cleaner trained to use products safely, eg follow instructions on the label, dilute properly and never transfer to an unmarked container.</li> <li>Cleaning products stored securely.</li> </ul>	<ul style="list-style-type: none"> <li>Cleaners reminded to check for dry, red or itchy skin on hands and, if finding any, to go to doctors for advice and to pass on to the Hall Team.</li> </ul>			
<b>Electricity</b>	Users risk electric shocks or burns from faulty equipment or installation.	<ul style="list-style-type: none"> <li>Fixed installation correctly installed by qualified electrician. and inspected regularly.</li> <li>All repairs by qualified electrician.</li> <li>Safety plugs in sockets.</li> <li>Portable equipment checked for visual signs of damage before use.</li> <li>Hall users know they are responsible for any equipment used on site.</li> </ul>	<ul style="list-style-type: none"> <li>Make sure hall users know where the fuse box is and how to switch supply off in an emergency.</li> </ul>			
			<ul style="list-style-type: none"> <li>Remind users that portable equipment considered unsafe should be marked and taken out of use.</li> </ul>			
Stored equipment	Users could be injured by collapsing stacks.	<ul style="list-style-type: none"> <li>Users know that they must stack tables and chairs carefully so that they do not collapse</li> </ul>	<ul style="list-style-type: none"> <li>No further action needed.</li> </ul>			
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"> <li>Trolleys available to move heavy equipment and users know where they are kept.</li> </ul>	<ul style="list-style-type: none"> <li>No further action needed.</li> </ul>			

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Asbestos	Staff, and others, carrying out normal activities at very low risk. Asbestos only poses a risk if fibres are released into the air and inhaled. Maintenance workers are most at risk	No risk controls at present.	<ul style="list-style-type: none"> <li>Find out if hall contains any asbestos (eg in ceiling tiles, wall panels).</li> <li>If so, and if asbestos is in good condition, record where it is and put up signs warning that it is asbestos and is not to be disturbed [and then make regular checks to ensure it remains undisturbed and the signs maintained].</li> <li>Damaged asbestos to be removed by specialist contractors.</li> <li>If hall is ever demolished/refurbished, asbestos should first be removed by specialist contractors.</li> </ul>			
Fire	If trapped, staff could suffer fatal injuries from smoke inhalation/burns	Fire risk assessment done. see <a href="http://www.communities.gov.uk/fire">www.communities.gov.uk/fire</a> and necessary action taken.	<ul style="list-style-type: none"> <li>Ensure the actions identified as necessary by the fire risk assessment are done.</li> </ul>			

Assessment Review Date: 02/09/2022