

ICKLEFORD VILLAGE HALL - RISK ASSESSMENT

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Slips, trips and falls Eg 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, eg on spillages or trip over objects.	<ol style="list-style-type: none"> 1. Car park surface maintained to be as even as possible. 2. Parking spaces for visitors with disabilities available next to hall entrance. 3. Good lighting in all rooms and corridors in hall. 4. Users know (through hire agreement) to clear up spillages immediately and know where equipment for this is kept. 5. Mats at entrances to stop rain water being carried in. 6. All equipment is safely stored 7. No trailing electrical leads/cables. 	Surface to be inspected every three months and repaired as necessary.		Ongoing	
			Check that hall cleaner knows which products to use on which type of floor.			Done
			Check contents of First Aid box on a monthly basis and restock as necessary		Ongoing	
			Regularly check equipment is safely stored		Ongoing	
Work height Eg changing light bulbs, cleaning windows, putting up decorations etc.	Anyone working at any height could suffer injuries, possibly very serious ones, should they fall.	<ol style="list-style-type: none"> 1. Appropriate, commercial ladder securely stored and available for use. 2. Hall users know (through hire agreement) that they are responsible for using the stepladders safely. 3. Hall committee members and cleaner know how to use the stepladder safely. 	Checking condition of loft ladder/stepladders on a regular basis.		Ongoing	
			Advise users that loft in lobby must not be used without permission			Done
Vehicle movement	Pedestrians could suffer serious injury if struck by cars entering/leaving car park or moving in it.	<ol style="list-style-type: none"> 1. Entrance/exit to car park clearly marked. 2. Car park well lit. 	Check car park lighting on a regular basis		Ongoing	
			Advise users of hall, through hire agreement, of their responsibility to ensure safe car parking			Done

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Hazardous substances Eg cleaning products	The cleaner, and others cleaning, risk skin problems, eg dermatitis and eye damage, from direct contact with cleaning chemicals. Vapour may cause breathing problems.	<ol style="list-style-type: none"> 1. Cleaner trained to use products safely, eg follow instructions on the label, dilute properly and never transfer to an unmarked container. 2. Cleaning products stored securely. 	Cleaner reminded to check for dry, red or itchy skin on his/her hands and, if finding any, to go to doctors for advice and to tell the secretary to the management committee.			Done
Electricity	Users risk electric shocks or burns from faulty equipment or installation.	<ol style="list-style-type: none"> 1. Fixed installation correctly installed by qualified electrician, and inspected regularly. 2. All repairs by qualified electrician. 3. Safety plugs in sockets. 4. Portable equipment checked for visual signs of damage before use. 5. Hall users know they are responsible for any equipment used on site. 	Make sure hall users (via Hiring Agreement) know where the fuse box is and how to switch supply off in an emergency.			Done
			Remind users via the Hiring Agreement that portable equipment considered unsafe should be marked and taken out of use.			Done
Stored equipment	Users could be injured by collapsing stacks.	Users know that they must stack all items carefully so that they do not collapse	No further action needed.			

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Asbestos	Staff, and others, carrying out normal activities at very low risk. Asbestos only poses a risk if fibres are released into air and inhaled. Maintenance workers are most at risk.	An asbestos survey indicates that there is no asbestos in the user areas of the Hall.	No further action needed.			
Fire	If trapped, staff could suffer fatal injuries from smoke inhalation/burns	A fire risk assessment is available from the Bookings Secretary	Ensure the actions identified as necessary by the fire risk assessment are undertaken.			Done
			Undertake monthly maintenance checks on fire equipment		Ongoing	

Ickleford Village Hall Management Committee
12 Oct 2017