

STANDARD RISK ASSESSMENT FOR ALL HALL USERS – APPENDIX F

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.	Members, volunteers and public 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.	<ul style="list-style-type: none"> <li>■ Car park surface maintained to be as even as possible.</li> <li>■ Parking spaces for visitors with disabilities available next to hall entrance.</li> <li>■ Good lighting in car park and all rooms and corridors in hall.</li> <li>■ Users know (through hire agreement) to clear up spillages immediately and know where equipment for this is kept.</li> <li>■ Paths and ramps need to be properly maintained to minimize slips and falls</li> <li>■ Mats at entrances to stop rain water being carried in.</li> <li>■ No storage in corridors.</li> </ul>	<ul style="list-style-type: none"> <li>■ Surface to be inspected regularly and repaired as necessary.</li> </ul>	Secretary/ Treasurer	Inspect three-monthly	
			<ul style="list-style-type: none"> <li>■ Check that hall cleaner knows which products to use on which type of floor.</li> </ul>	Secretary		
Work at 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.	<ul style="list-style-type: none"> <li>■ 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.</li> <li>■ Hall committee members and cleaner know how to use the stepladder safely.</li> </ul>	<ul style="list-style-type: none"> <li>■ User of hall made aware through User Guide and Cleaner Guide to take care using step ladders.</li> </ul>	Secretary		
			<ul style="list-style-type: none"> <li>■ Put in place system for checking condition of stepladder.</li> </ul>	Secretary		
			<ul style="list-style-type: none"> <li>■ Consider implications for work at height of any future alterations to the hall.</li> </ul>	Secretary	As needed	

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Vehicle movement	Members, volunteers and 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 marked.</li> <li>■ Access must be available for emergency vehicles to gain access at all times</li> <li>■ For large events, parking controlled by marshals wearing high-visibility vests.</li> <li>■ Car park well lit.</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>	Secretary		
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.	<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>■ Seek medical attention if any problems</li> </ul>	Secretary		
Electricity	Members, volunteers and public 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>■ Electrical equipment to be removed if defective</li> <li>■ Use of extension cables should be minimal</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>	Secretary		
			<ul style="list-style-type: none"> <li>■ Remind users that portable equipment considered unsafe should be marked and taken out of use.</li> </ul>	Secretary		
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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Fire	If trapped, staff could suffer fatal injuries from smoke inhalation/burns	<ul style="list-style-type: none"> <li>■ Fire risk assessment done, see <a href="http://www.communities.gov">www.communities.gov</a>. UK/fire and necessary action taken.</li> </ul>	<ul style="list-style-type: none"> <li>■ Ensure the actions identified as necessary by the fire risk assessment are done.</li> </ul>	Chair of the Management Committee	From now on	