

St Piran's Hall Date of risk assessment: March 2020

| 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 |
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| 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. | <ul style="list-style-type: none"> <input type="checkbox"/> Car park surface maintained to be as even as possible. <input type="checkbox"/> Parking spaces for visitors with disabilities available next to hall entrance. <input type="checkbox"/> Good lighting in car park and all rooms and corridors in hall. <input type="checkbox"/> Users know (through hire agreement) to clear up spillages immediately and know where equipment for this is kept. <input type="checkbox"/> Mats at entrances to stop rain water being carried in. <input type="checkbox"/> No storage in corridors. <input type="checkbox"/> No trailing electrical leads/cables. | <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Surface to be inspected regularly and repaired as necessary. | Chairman | Inspect three-monthly | 2 August 2017 and every three months |
| | | | <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Check that hall cleaner knows which products to use on which type of floor. | Secretary | October 2016 | October 2016 |
| | | | Regular inspections on proforma | Nominated member of Management Committee | Monthly | 19 October 2016 and on going |
| Work at height Eg changing light bulbs, cleaning windows, putting up | Anyone working at any height could suffer injuries, possibly very serious ones, should they fall. | <ul style="list-style-type: none"> <input type="checkbox"/> Appropriate, commercial stepladder securely stored and available for use. <input type="checkbox"/> Hall users know (through hire agreement) that | <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Print copies of HSE guidance on safe use of stepladders and make available to those who may use stepladder. Attached on noticeboard | Secretary | October 2106 | October 2016 |

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| decorations etc. | | <p>they are responsible for using the stepladder safely.</p> <input type="checkbox"/> Hall committee members and cleaner know how to use the stepladder safely. | <input type="checkbox"/> Put in place system for checking condition of stepladder. | Chairman | Annually | |
| | | | <input type="checkbox"/> Consider implications for work at height of any future alterations to the hall. | Secretary | As needed | On going |

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| Vehicle movement | Pedestrians could suffer serious injury if struck by cars entering/leaving car park or moving in it. | <input type="checkbox"/> Entrance/exit to car park clearly marked. <input type="checkbox"/> For large events, parking controlled by marshals wearing high-visibility vests. <input type="checkbox"/> Car park well lit. <input type="checkbox"/> Major works takes place at times when hall not in use or users advised | <input type="checkbox"/> Consider applying 5 mph speed limit in car park and put up signs. | Agreed by Management Committee | 21/1/2019 | 21/1/19 |
| | | | <input type="checkbox"/> Advise users of hall, through hire agreement, to consider whether they need to control car parking. | Lettings Secretary | 1/4/18 | Done and ongoing |
| 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. | <input type="checkbox"/> Mops, brushes and strong rubber gloves provided. <input type="checkbox"/> Cleaning products marked 'irritant' replaced with milder alternatives. <input type="checkbox"/> Cleaner trained to use products safely, eg follow instructions on | <input type="checkbox"/> Cleaner reminded to check for dry, red or itchy skin on her hands and, if finding any, to go to doctors for advice and to tell the secretary to the management committee. | Secretary | 2015 | 2015 |

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| | | <p>the label, dilute properly and never transfer to an unmarked container.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Cleaning products stored securely. | | | | |
| Electricity | Users risk electric shocks or burns from faulty equipment or installation. | <ul style="list-style-type: none"> <input type="checkbox"/> Fixed installation correctly installed by qualified electrician, and inspected regularly. <input type="checkbox"/> All repairs by qualified electrician. <input type="checkbox"/> Safety plugs in sockets. <input type="checkbox"/> Portable equipment checked for visual signs of damage before use. <input type="checkbox"/> Hall users know they are responsible for any equipment used on site. | <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Advise hall users through the hire agreement where the fuse box is and how to switch supply off in an emergency. | Lettings Secretary | April 2018 | |
| | | | <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Remind users that portable equipment should be considered for PAT and any unsafe equipment should be marked and taken out of use. | Secretary | 2015 Since 2018 a PAT session open to users has been organised in Feb 2020 | 2015 |
| Stored equipment | Users could be injured by collapsing stacks. | <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Users know that they must stack tables and chairs carefully so that they do not collapse | <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Notice near storage areas to encourage safe stacking | Secretary | 2015 | 19/10/16 |
| 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"> <input checked="" type="checkbox"/> Trolleys available to move heavy equipment and users know where they are kept. | Trolley available in store | Chairman | 19/10/16 | 19/10/16 |

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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 air and inhaled. Maintenance workers are most at risk. | Visual check undertaken | <input type="checkbox"/> Damaged asbestos to be removed by specialist contractors. <input type="checkbox"/> If hall is ever demolished/refurbished, asbestos should first be removed by specialist contractors. | Chairman | In the event of works taking place advise contractors | 19/1016/ |
| Fire | If trapped, staff could suffer fatal injuries from smoke inhalation/burns | <input checked="" type="checkbox"/> Fire risk assessment done, annual review | <input checked="" type="checkbox"/> Ensure the actions identified as necessary by the fire risk assessment are done and action taken | Chairman | As required | July 2017 |

Assessment review date: 21/3/20

Reviewed in March 2020 agreed by St Piran's Hall Management Committee