

FIGHELDEAN VILLAGE HALL RISK ASSESSMENT RECORD - WITH ALL CONTROL MEASURES *IN PLACE*

Activity General Hall Use	Assessor: Derek Hanson	Assessment Date: 14/3/2017
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HAZARD potential for harm	Will Affect	PRECAUTIONS/CONTROLS already in place to remove hazard, reduce risk level	RISK (with controls)			Additional Controls Needed. Details
			Low	Med	High	
Injuries from slips /trips and falls	All users	Good level of lighting in Car Park and, all rooms and corridors in the hall Users are aware (through hire agreement) that all entrances, doorways and corridors to be kept clear at all times Users aware (through hire agreement) that all spillages must be cleared immediately and know where cleaning equipment is located Storage of bags ,umbrellas, coats, boots etc to be concentrated to No trailing electric cables or leads in thoroughfares Door mats placed at entrances Car Park surfaces monitored regularly Disabled parking available close to the hall entrance		✓		
Injuries from vehicle movements in Car Park	All users	Car Park well lit Parking bays clearly identified Car parking marshalled when large events are taking place. Hirers reminded of hazards when booking (through hire agreement)	✓			
Injuries from falling at height	Cleaner Hall Managers	Suitable working at height equipment is available Users are suitably trained to erect and use equipment Contractors used for high level bulb replacement in Main Hall	✓			
Injuries from manual handling tasks	All users	Trolleys available for moving heavy items Hirers are aware (through hire agreement) of the risk of injury through poor manual handling techniques	✓			

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Injuries from electric shock	All users	Installation and all repairs carried out only by qualified electricians Installation inspected regularly (5 year NIC EIC check) All portable electrical equipment used has a current PAT certificate Hall Managers carry out visual checks of equipment as part of general health & safety checks and arrange repairs or replacement as necessary Hirers are informed (through hiring agreement) that any damaged electrical equipment should be switched off, labelled and removed from service and notify Hall Managers at earliest opportunity	✓			
Injuries from hazardous substances	Cleaner Hall Managers	All hazardous substances kept to a minimum All hazardous substances stored and used following Safety Data sheet advice Any recommended PPE worn and used as advised	✓			
Injuries from falling stored equipment	All users	All equipment to be stored as directed by Hall Managers	✓			
Injuries caused by fire	All users	Fire RA carried out and in place Regular fire safety checks carried out by Hall Managers	✓			
Children injured whilst in the kitchen	All users	No children allowed in the kitchen at any time Hirers are informed (through hiring agreement) that children are NOT permitted in the kitchen.	✓			