

Horseman's Green Community Hall Risk Assessment

The Management Committee have undertaken this risk assessment to control risks to people who using the Hall and are involved in its maintenance and upkeep. The Secretary carried out the risk assessment, the findings were discussed with the Hall Caretaker and Assistant Caretaker and it was agreed that all the recommendations would be put in place.

This risk assessment will be available in the Hall guide and copies can be obtained from the Secretary.

It was agreed to review the risk assessment on an annual basis, or immediately if any changes occurred to the Hall or how the Hall is used.

Next Review: March 2022

What are the hazards?	Who might be harmed and how?	What is already in place?	What further action is needed?	Action by who?	Action by when?	Done
Slips, trips and falls. Uneven outside surface , cleaning floor	Users of the hall may suffer injuries such as fractures or bruising if they slip, e.g. on spillages, newly washed floors or trip over objects	<ul style="list-style-type: none"> External surfaces to be maintained to be as even as possible Good lighting to all areas Users know (T&C) to clear up spillages immediately and where equipment for this is kept. Mat to be used at entrance to stop rain water being carried in No trailing electrical cables/leads No items to be left around, store away after use 	Surfaces to be inspected regularly and repaired as necessary Tape to be used to secure cables where necessary	Hall caretaker	Every 3 months	

<p>Fall on front steps into hall</p> <p>Lack of lighting</p>	<p>Volunteers and visitors</p> <p>Volunteers, hall users– last to leave the building</p> <p>Volunteer storing access ramp</p> <p>Volunteer hall user returning key to key safe on side of building</p>	<ul style="list-style-type: none"> • Hand rail in place • Edges of all steps highlighted • Ramp will be put out over the steps when considered appropriate or requested by visitor • Internal light closest to hall main door switched at door. • Exterior light switched at door. • Timer for outside light to allow people to get out building and down steps safely 				
<p>Uneven ground at rear outside area, trips and falls</p>	<p>Volunteers and visitors may trip</p>	<ul style="list-style-type: none"> • Grass to be cut before outside rear used • Notice in place, take care uneven ground • 	<p>Monitor state of ground during event and move people away if it becomes too bad underfoot</p>			
<p>Work at heights.</p> <p>Changing light bulbs, cleaning windows putting gup decorations, painting and refurbishment, access to loft</p>	<p>Anyone working at heights could suffer injuries, possibly very serious ones, should they fall</p>	<ul style="list-style-type: none"> • Appropriate, commercial stepladder securely stored and available for use • Hall users know (T&C) they are responsible for using equipment safely • Hall caretaker and assistant caretaker know how to use stepladder properly. 	<p>Have available HSE guidance on safe use of stepladders and make available to those who may use stepladders</p> <p>Put in place system for checking condition of stepladder</p> <p>Consider implications for working at heights of any future alterations to the Hall</p>	<p>Secretary</p> <p>Hall caretaker</p> <p>Trustees</p>		
<p>Vehicle movement and parking in front of building Not a general parking area used by Blue Badge holders and for loading and unloading vehicles</p>	<p>Pedestrians leaving building stepping out between vehicles into the road</p>	<ul style="list-style-type: none"> • No parking on left hand side of the building where there is secondary fire exit from the building. • Area directly in front of the steps to be kept clear • Users made aware of parking issues in T&C 	<p>Situation to be reviewed at each event</p>	<p>As needed</p>		

Hazardous substances Cleaning materials	Hall caretaker and others who may clean the Hall risk skin problems, e.g. dermatitis and eye damage, from direct contact with cleaning chemical. Vapour may cause breathing problems	<ul style="list-style-type: none"> Mops, brushes and rubber gloves provided. Cleaning products marked irritant replaced with milder alternatives 	<ul style="list-style-type: none"> Cleaning products to be securely stored away 	Hall caretaker		
Electricity	Users risk electric shock or burns from faulty equipment or installation	<ul style="list-style-type: none"> Fixed installation correctly installed by qualified electrician and inspected regularly All repairs are by qualified electrician Portable equipment checked visually for signs of damage before use and tested as required Hall users know they are responsible for any equipment they use Hall users must have had any portable equipment PAT before bringing it in the Hall 	<ul style="list-style-type: none"> Make sure hall users know where the fuse box is and how to switch off in an emergency (in T&C) 			
Stored equipment	Users could be injured by collapsing stacks	<ul style="list-style-type: none"> Hall caretaker and committee members know they must stack tables and chairs carefully so they do not collapse No more than 5 chairs per stack in the hall 	<ul style="list-style-type: none"> Hall users to be instructed on stack tables and chairs (T&C) 	Secretary		
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"> People to work in pairs when moving awkward and heavy objects Only light objects to be stored in cupboards and on racking above chest height. Items to be broken down into smaller units if possible 	<ul style="list-style-type: none"> Consider trolley for moving items Have manual handling guidance available 	Committee Secretary		
First Aid	Anyone can suffer cuts when handling materials	<ul style="list-style-type: none"> First aid kit available in the kitchen Users of the hall must have a mobile phone with suitable coverage in order to call emergency services 	<ul style="list-style-type: none"> Anything more than a very minor injury to be recorded in the injury book and the hall caretaker or booking administrator to be informed 			
Fire	If trapped volunteers and those using the hall could suffer fatal injuries from smoke inhalation/ burns	<ul style="list-style-type: none"> Fire risk assessment completed and reviewed annually or more frequently if there are any changes 	<ul style="list-style-type: none"> Any actions identified in the fire assessment to be completed – none noted at present 	Hall caretaker	On going	

Asbestos	Volunteers and hall users carry out normal activities are at a very low risk. Asbestos only causes a risk if fibres are released into the air and inhaled. Maintenance workers are most at risk	<ul style="list-style-type: none">• No risk controls at present• Asbestos Management Survey completed in 2011, no changes to building in the meantime.	No action needed			
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