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| --- | --- | --- | --- | --- | --- | --- | --- |
| No | WHAT ARE THE RISKS | WHO MIGHT BE HARMED & HOW | WHAT PRECAUTIONS HAVE WE TAKEN? | WHAT FURTHER ACTION iS  NECESSARY? | ACTION BY WHOM? | ACTION BY WHEN? | RECORDED DONE. |
| 1 | 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. | * Car park surface maintained to be as even as possible. * Parking spaces for visitors with disabilities available next to hall entrance. * Good lighting in car park and all rooms in hall. Automatic lighting in key areas. i.e. Front door steps & Toilets * Users know (through end of hire checklist) to clear up spillages immediately and know where equipment for this is kept. * Mats at entrances to stop rainwater being carried in.   Users know (through hire agreement) no trailing electrical leads/cables without appropriate covers. | Fill 3 potholes in car park | Mr M Snow |  |  |
| 2 | 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. | * Commercial firms should follow their own HSE procedures. * Private Hirers are responsible for their own safety when working at height. * Hall committee members know how to use the stepladder safely | New steps to be purchased | Mr. M Snow |  |  |
| 3 | Vehicle Movement | Pedestrians could suffer serious injury if struck by cars entering/leaving car park or moving in it. | * Entrance/exit to car park clearly evident. * Not a large carpark and hence we do not consider necessary to have car controlling marshals. * Car park adequately lit. | Car Park floodlight to be put on timer | Mr M Snow |  |  |
| 4 | Hazardous substances Eg cleaning products | The cleaner, and others cleaning, risk skin problems, eg dermatitis and eye damage, from direct contact with cleaning chemicals. Vapor may cause breathing problems. | * Hirers are told they must not use cleaning chemicals other than cleaning products supplied by the Hall-retained in the kitchen cleaning products are stored securely and only in the   manufacturer’s containers & to be used by the hall cleaner only | None | N/A | N/A | N/A |

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| 5 | Electricity | Users risk electric shocks or burns from faulty equipment or installation. | * Fixed installation correctly installed by qualified electrician and inspected regularly. * All repairs by qualified electrician. * Safety plugs in sockets are NOT required (latest IET recommendations) * Portable equipment checked for visual signs of damage before use. * Hall users know they are responsible for any equipment used on site and brought on to site – per hire Agreement * Instructions in kitchen, on how to turn off electricity in hall and annex | Sticker signs | Mr M Snow |  |  |
| 6 | Stored Equipment | Users could be injured by collapsing stacks. | * Tables are stood upright on trolleys in the storeroom. * Chairs are stacked on the stage and Annex * Hire agreement requires Hirers to ensure that tables and chairs are returned to the storeroom and plastic chairs must not be stored more than four high. * Other storage is in designated cabinets | None | N/A | N/A | N/A |
| 7 | Manual Handling | Users may suffer back pain if they try to lift objects that are too heavy or awkward. | * There is no such heavy equipment that requires moving/lifting. The hire terms require tables to be lifted by two or more people. | None | N/A | N/A | N/A |
| 8 | Asbestos. | Committee, and others, carrying out normal activities at very low risk. Only poses a risk if fiber’s are released into air and inhaled. Maintenance  workers are most at risk | From asbestos report 9/7/21  Some floor tiles, sealant & some textured coating to the ceilings in various parts of the building could contain very small amounts of asbestos but all are well sealed and therefore extremely low danger to public  Packers below metal beams in south side of the roof contain small amounts of asbestos but report say of medium risk and low priority | Very low risk to general public but should tradesmen need access to roof space the committee will show asbestos report and risk assessment | No action at present required | N/A | N/A |
| 9 | Noise | Users of the Hall when over-loud music is played. | * The hall holds a license for playing music inside the building only and does not have a permanent music playing system. | None | N/A | N/A | N/A |

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| 10 | Protection of children from Kitchen, Storage Room and Storeroom risk | Any unaccompanied children. | * Plastic cups are provided for use by children to avoid the risk of using glass | Place sticker  on storage door | Mr M Snow | ~~A~~  28/2/25 | ~~A~~ |
| 11 | Genera minor accidents | All who use the hall. | * First Aid kit supplied in the kitchen in marked drawer | None | N/A | N/A | N/A |

12 Stage All who use the stage Moveable steps are supplied to walk up to and down Warning hazard Mr M Snow 28/2/25

from the stage. Falling off the front of stage is tape to be stuck

unlikely but warnings should be put in place down across the

very front of stage