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| **Location**  22 Church Lane  South Wootton | **Date of Assessment**  2nd November 2017 | **Date of Next Review**  November 2018 | **Persons at Risk**  General Public | **How often**  24 Hours  7 Days | **Signed** | |
| **What are the hazards?** | **Who might be harmed** | **Existing Controls** | **What further action is necessary?** | **Action Required**  **Yes/No** | **Priority** | **Risk Level**  **L/M/H** |
| **Building falling on those inside** | Hirers, Parish Council staff | Purpose Built building designed and constructed with correct building materials by a reputable company. Structure designed and manufactured to specification.  Roofing structure/materials to be maintained in good condition.  Regular maintenance by Parish Council and Structural Report by qualified Structural Engineer. | Regular Inspections by PC and Structural Engineer | No | No | L |
| **Public being struck by loose materials from the structure** | Hirers, Parish Council staff, passers by | Roofing structure/materials to be maintained in good condition.  Regular maintenance and inspections by the Parish Council and Caretaker | Regular Inspections by PC and Caretaker | No | No | L |
| **Slips, trips and falls**  Eg uneven surface of Car Park, external ramps to fire exits, height of stage, cleaning floors | Users of the Hall and Car Park may suffer injuries such as fractures or bruising if they slip, eg on uneven or slippery surfaces or trip over objects  . | Car Park Surface to be maintained, to be as even as possible be inspected regularly and repaired as necessary.  Parking spaces for visitors and special disabled bays available next to hall.  Checks of ramp to entrance of Village Hall and Emergency Fire Exits to make sure there are no defects.  Good lighting in Car Park and all rooms and corridors in the hall.  Users know (through hire agreement) to clear up spillages immediately and know where equipment for this is kept.  Contract Cleaners knows which products to use on the floor and how to use them to avoid slips.  Floor matting at entrance to stop rain water being carried in.  No storage in corridors.  No trailing electric leads/cable  First Aid Box provided | Ongoing checks and maintenance by PC and Caretaker | No | No | L |
| **Work at height**  Eg changing light bulbs, cleaning windows, decorations, | Anyone working at any height could suffer injuries, possibly very serious, should they fall. | Appropriate aluminum ladders provided and stored securely.  Copies of HSE guidance on safe use of ladders made available to those who may use ladders.  System for checking ladders.  Hall users know (through hire agreement) that they are responsible for using the ladders safely.  Caretaker and Deputy know how to use ladders safely. | No further action required  Consider implications for work at height of any future alterations to the hall. | No | No | L |
| **Vehicle movement** | Pedestrians could suffer serious injury if struck by car entering/leaving car park or moving on it | Car Park well lit. Advise hirers where appropriate, to turn on the Car Park lights.  Waste collection takes place at times when hall not busy.  Applied 5mph speed limit in car park and put up signs.  Advised users of hall, through the hire agreement, to consider whether they need to control car parking.  Provided barrier at main door, level with building face to prevent pedestrians running out directly into path of vehicles. | No further action required. | No | No | L |
| **Hazardous substances**  Eg Cleaning products | The contract cleaner and others cleaning, risk skin problems, eg dermatitis, and eye damage, from direct contact with cleaning chemicals. Vapor may cause breathing problems | Mops, brushes and strong rubber gloves provided.  Contract Cleaner trained to use products safely eg follow instructions on the label, dilute properly and never transfer to an unmarked container.  Cleaning products stored safely.  Cleaning products marked with ‘irritant’ replaced with milder alternatives.  Checked all substances with COSHH regulations. | No Further action required  Contract Cleaner advised to follow employer guidance and to check for dry, red or itchy skin, to go to the doctors for advice and tell the Clerk of any problems. | No | No | M |
| **Electricity** | Users risk electric shocks or burns from faulty equipment or installation | Fixed installation correctly installed by qualified electrician.  All repairs by qualified electrician  Hall users know they are responsible for any equipment used on site  Fitted Safety plugs in sockets.  Portable equipment/appliances checked and certified.  Label mains switch and make sure users know where the fuse box is and how to switch supply off in the event of emergency  Label all switches so hirers know what they are all for.  Remind users that portable equipment considered unsafe should be marked and taken out of use  Circuit Board Testing every 10 years. | No further action required    Regular inspections by qualified electrician. Annually  Circuit Board checks every 10 years | No | No  Ongoing monitoring of electrics  PAT Testing | M |
| **Stored equipment and Manual handling** | Users could be injured by collapsing stacks. Users may suffer back pain if they try to lift objects that are too heavy or awkward. | Users know that they must stack tables and chairs safely so they do not collapse.  Caretaker and Deputy know the statutory weight limit.  Trolleys available to move heavy equipment and users know where they are kept.  Monitoring - stacking of chairs and tables  Monitoring - storage facility for regular hall users, check for random and unstable storage. | Inspect at regular intervals | No | No  Ongoing  Monitoring | M |
| **Asbestos** | Staff and others, carrying out normal activities at very low risk. Asbestos only poses a risk if fibers are released into air and inhaled.  Maintenance workers are most at risk. | Asbestos Management Survey to be carried out periodically.  Asbestos Management Survey carried out. 2016  WEAAR Ltd  Small amounts found in toilets and committee room ceiling. Monitor and deal with appropriately in the case of ceiling repairs. | Continue regular observations and checks | No | No | M |
| **Fire**  **Alarm System**  **General Fire Hazards** | If trapped, staff and users could suffer fatal injuries from smoke inhalation/burns | Fire exits and extinguishers provided with correct signage and Fire Assembly points identified.  Hirers made aware of fire exits and fire assembly point on hiring agreement  Carry out regular fire alarm testing by qualified engineer.  Carry out monthly fire alarm tests and log.  Check effectiveness of fire alarm sirens.  Display fire procedures in hall.  Check equipment not stored too high in storage area to cause fire.  Remove any products/ flammable material which could constitute a risk.  Special unit provided for cigarette buts. | Continue with controls  Consider the repositioning of the waste bins to the south of the Village Hall which could be targeted by vandals. | No  Continue to monitor | No | L |
| **Emergency Exits**  **Lighting** | If damaged or broken could cause staff and users to be trapped inside the building causing fatal injuries from smoke inhalation and burns | Maintain proper signage inside and out of the fire exits.  Carry out emergency lighting check by qualified engineer.  Carry out annual emergency lighting check.  Carry out Fire Risk Assessment by qualified engineer. | Installed emergency lights over doors and in the Car Park illuminating the assembly point.  Re-configured the ramps at the two rear fire exits with hand rails.  Installed a disabled ‘push button’ exit gate onto a slab footpath across to the VH Car Park. | No | No | L |
| **Maintenance** | Lack of maintenance could result in serious injury to members of the public, users and staff. Resulting in serious injury | General maintenance and repairs  Keep drains and gullies clear around the outside of the Hall | The Gas Meter construction on the east wall has been re pointed and repaired. | No | No | L |
| **Housekeeping** | Members of the public, users and staff could be harmed by discarded, damaged items. | General Housekeeping  Remove all Out of date notices and certificates and discarded properly.  Maintain accident book and First Aid Boxes. | Ongoing checks | No | No | L |
| **Arson** | Members of the public, users and staff, neighbours | Ensure Litter is removed on a regular basis. | Regular monitoring by the PC | No | No | L |
| **Legionella** | Users of the Village Hall | Yearly checks by qualified operatives | Continued testing | No | No | L |