

Clanfield Memorial Hall Risk Assessment
Produced by the trustees

Date issued: June 2022

<u>What are the hazards?</u>	<u>Who might be harmed and how?</u>
Slips, trips and falls (e.g. uneven surfaces in car park, wet floors)	Users of hall and car park may suffer injuries such as fractures or bruising if they slip or trip. overspill car park has areas of mud that get churned up when wet.
Work at height eg changing light bulbs, cleaning windows, putting up decorations	Anyone working at any height could suffer injuries, possibly very serious ones, should they fall
Hazardous substances eg cleaning products	The cleaner, and others cleaning spills etc, risk skin problems from direct contact with cleaning products
Electricity	Users of hall risk electric shocks or burns from faulty equipment or installations

Stored equipment	Users could be injured by collapsing stacks
Manual handling	Users may suffer back pain if they try to lift objects that are too heavy or awkward
Fire	If trapped hall occupants could suffer fatal injuries from smoke inhalation/burns
scalding	hirers using kitchen urn as the outer skin gets hot when being used
insecure fencing	users of hall, pedestrians passing outer fence

<u>What measures are in place</u>
Car park surface maintained to be as even as possible
Parking for visitors with disabilities available near to hall entrance
Good lighting in all rooms and corridors
Additional led security lighting has been installed in car park
Users know (through hire agreement T&Cs) to clean up spillages immediately and know where cleaning eqt is kept
Mats at entrance to stop rain water being carried in
Storage areas kept clear of corridors
No trailing electrical leads/cables
Appropriate ladders securely stored and available for use.
Safe use of ladders instructions held with ladders
Mops, brushes and disposable gloves provided
Cleaning products marked 'irritant' replaced with milder alternatives
Cleaner qualified to use products safely
cleaning products stored securely
Fixed installations correctly installed by qualified electrician and inspected regularly
All repairs conducted by qualified electrician
all plugs are safety compliant
Equipment PAT tested as required

Hall users are responsible for PAT testing of any equipment being brought into the hall

Large tables have securing ropes

new stacking chairs on a trolley have been bought which are light and easily moved

Sack truck available to move equipment

Fire Risk assessment is held at hall

warning notice is situated next to urn

Regular inspection of perimeter fencing and front picket fence. any repairs to be added to maintenance list for review and action