

HANSLOPE COMMUNITY HALL							
What are the hazards?	Who might be harmed and how?	Level of Risk	What are we already doing?	What further action is necessary?	Action by whom?	Action by when?	Done
Slips, trips and falls Caused by uneven surfaces or slippery floors.	Users of the Hall, contractors, passers-by in car park. Potential injuries include fractures and bruising.	LOW	Car park has been resurfaced with tarmac to eliminate trip hazards. Parking space for users with disabilities closest to Hall. Users advised to clear up spillages immediately.	None.			
Working at height	Contractors, users of the Hall installing lighting etc. Falling off ladders and other means of access.	LOW	Storage loft areas only accessible by ladder and only by members of the parish council and staff, who are covered by the PC insurance. Loft storage area strictly used only by parish Council. Contractors instructed to follow safe working practices and provide Risk Assessments and Method Statements. This also applies to regular groups using the Hall, who have their own storage cupboards	Improve signage to this effect. Add disclaimer to booking form.	Clerk	March 2024	
Falling objects, e.g. lighting.	Users of the Hall hit by falling heavy objects causing impact wounds or death.	LOW	Visual inspections Ceiling replaced 2022 – insecure ceiling tiles fully replaced and lighting replaced with recessed lighting panels.	None.			
Poor storage of tables and chairs	Users of Hall who are setting up or dismantling an event might suffer strains and crush injuries.	MED	Specially designed trolleys installed	Replace signage with instructions to use trolleys.	Clerk	March 2024	

Hazardous substances e.g. cleaning products and paints	Hall users, especially young people, may suffer skin irritation or poisoning.	LOW	Cleaning products stored in dedicated locked cupboard. Paints (minimal – 4/5 pots only) stored in locked cupboard with no access by users.	None			
Manual handling	Users may suffer back injury when moving heavy items, e.g. tables and chairs	MED	Trolleys made available to move heavy items.	None			
Electricity	All users of the Hall risk shocks and burns if equipment or installation were faulty.	LOW	Fixed wiring periodically inspected, tested and certificated (most recently in 2020). Portable equipment tested annually.	Repeat electrical testing when due.	Clerk	Fixed wire testing by December 2024 PAT testing March 2024	
CO poisoning Emissions from faulty gas appliances.	Uses of the Hall, especially those involved in evening events	LOW	Gas appliances serviced regularly and inspection certificate displayed.	Repeat gas testing every 12 months. Check CO2 monitors	Clerk Clerk	Gas testing March 2024 March 2022	
Fire	All users of the Hall who might be trapped and suffer burns and smoke inhalation.	L O W	Fire risk assessment done. New fire doors fitted. Fire procedures displayed	Fire R.A. due 2024	Clerk	June 2024	

PREPARED BY: GM Jan 2024