

**Gwennap Parish Hall, Health and Safety Risk Assessment, Date of Assessment: 1/12/2022**

| <b>What are the Hazards?</b>  | <b>Who might be harmed and how?</b>   | <b>What are we already doing?</b>   | <b>What Further action is needed?</b>   | <b>Action by whom?</b> | <b>Action by when?</b> | <b>What action was taken?</b> |
|---|---|---|---|------------------------|------------------------|-------------------------------|
| Slips, trips, and falls e.g., uneven surface of car park, cleaning of floors etc. | Users of the hall and car park may suffer injuries such as fractures or bruising if they trip on uneven surfaces or slip on wet floors or trip over objects | a. Car Park surface is maintained to be as even as possible.<br>b. Good lighting is maintained in the hall and exterior.<br>c. Users know where equipment is kept to clean up spillages.<br>d. Mats at entrances stop rainwater being brought into the building.<br>e. There are no trailing electrical cables. | a. Regular inspection of the car park surfaces and repairs to be carried out immediately<br><br>b. Caretaker understands which cleaning materials to use on each type of floor. | Caretaker<br><br>Clerk | Daily<br><br>Monthly   |                               |
| Work at height e.g., changing lightbulbs, cleaning, putting up decorations etc.   | Anyone working at height could suffer serious injury should they fall.  | a. This should only be carried out by those with appropriate equipment and training.  |   |                        |                        |                               |

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|---|--|--|--|--|--|--|
| Vehicle movement in the car park          | Pedestrians could suffer serious injury from vehicles moving in the car park   | a. There is a 5mph speed limit in the car park.  | a. Advise users they may need to consider controlled parking during large events.  |  |  |  |
| Hazardous chemical e.g., cleaning liquids | The caretaker and others cleaning risk contracting skin problems, eye damage from splashed cleaning fluids or suffer breathing problems from fumes | a. We try to use the mildest cleaning liquids available.<br>b. The cleaner is made aware of any hazardous cleaning liquids and receives training on their safe use.<br>c. cleaning products are kept securely.<br>d. Mops, buckets and protective gloves are available.                            | Ensure best practice is applied by those using cleaning liquids  |  |  |  |
| Electricity                               | Users risk electric shock or burns from using electrical equipment incorrectly or from faulty equipment.   | a. A full fixed wiring test is completed every 5 years.<br>b. All repairs are carried out by a qualified electrician.<br>c. Portable appliances are tested/inspected every year for safety.<br>d. Users are reminded of their responsibility for electrical safety when using their own equipment. | a. Users are made aware of the location of the main fuse board and the actions to be taken when something electrical fails.<br><br>b. We ensure that anything that is unsafe is taken out of use immediately |  |  |  |

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|------------------------------|--|---|---|------------------------|------------------------|-------------------------------|
| Stored Equipment             | Users may suffer injury by not adhering to the posted instructions on stacking tables and chairs | a. There are written instruction as to how these items are to be stacked.   | a. Requires to be monitored on a continual basis. |                        |                        |                               |
| Manual Handling              | Users may suffer injury by lifting objects on their own that are too heavy or are awkward.       | a. There are weight limits on storage racking.  | None  |                        |                        |                               |
| Asbestos                     | There is no identified asbestos risk in the building   | a. We have an inspection certificate.   | None  | None                   | N/A                    | N/A                           |
| Fire                         | Users could be seriously injured or even killed should a fire break out in the building.         | a. There is a 'Fire Risk Assessment' which users are encouraged to read.<br>b. Users sign the Hire Agreement stating they understand what their responsibilities are in the event of a fire during their hire period.<br>c. There is a fire alarm system installed with call points, heat, and smoke detectors. It is tested weekly.<br>d. There are fire extinguishers and fire blankets available.<br>e. There is emergency lighting throughout the hall. | Ongoing review                                    | Clerk                  | Ongoing                | Ongoing                       |