

What are the hazards?	Who might be harmed and how?	What are we doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
<b>Slips trips and falls</b> e.g. Uneven surface of carpark, cleaning floors	Users of the hall and carpark may suffer fractures or bruising	<ul style="list-style-type: none"> <li>• Carpark surface maintained as even as possible.</li> <li>• Parking spaces for disabled visitors next to entrance.</li> <li>• Good lighting in carpark and all rooms and corridors in hall.</li> <li>• Guidance to visitors of where equipment is kept to clean up spillages.</li> <li>• Mats at entrances to stop rainwater being carried in.</li> <li>• No storage in corridors.</li> <li>• No trailing leads or cables.</li> </ul>	<ul style="list-style-type: none"> <li>• Surfaces to be inspected regularly and repaired when necessary.</li> </ul>	Director	Inspect Quarterly	✓
			<ul style="list-style-type: none"> <li>• Check cleaner knows which products to use on which type of floor.</li> </ul>	Director	Appointment of new cleaner	✓
<b>Work at height</b> e.g. Changing light bulbs, cleaning windows, putting up decorations, painting and decorating walls	Anyone working at height could suffer injuries, possible serious, if they fall.	<ul style="list-style-type: none"> <li>• Appropriate commercial stepladder available for use.</li> <li>• Hall volunteers and cleaner know how to use the stepladder safely.</li> <li>• Another person must always be present when stepladder is in use.</li> <li>• Inspect before use.</li> </ul>	<ul style="list-style-type: none"> <li>• H.S.E. guidance on safe use of stepladders available to volunteers and cleaner.</li> </ul>	Director	In place	2012
			<ul style="list-style-type: none"> <li>• Store stepladder in a secure place with guidance attached.</li> </ul>	Director	In place	2012
			<ul style="list-style-type: none"> <li>• Hire of suitable scaffolding for working at height inside and outside hall.</li> </ul>	Director	Before work commences	

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<b>Stored equipment</b>	Users could be injured by collapsing chairs, or stacked tables falling.	<ul style="list-style-type: none"> <li>• Signs to stack chairs no more than 5 high.</li> <li>• Specified in Conditions of Hire.</li> </ul>	<ul style="list-style-type: none"> <li>• Wheeled trolley available for moving chairs and tables</li> </ul>	Director	In place	✓
<b>Manual Handling</b>	Users may suffer back pain if they try to lift objects that are too heavy or awkward.	<ul style="list-style-type: none"> <li>• Trolleys available to move heavy equipment.</li> </ul>	<ul style="list-style-type: none"> <li>• Level access to store.</li> <li>• Hooks to hold doors opened when moving trolleys.</li> </ul>	Director	In place	✓
<b>Fire</b>	If trapped, hirers or volunteers could suffer fatal injuries from smoke inhalation or burns.	<ul style="list-style-type: none"> <li>• Fire risk assessment done annually.</li> <li>• Fire Extinguishers checked annually.</li> <li>• Hirers are guided to fire evacuation procedure sheet.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure actions identified are carried out.</li> <li>• Weekly checks on fire alarm system and emergency lighting.</li> </ul>	Contract Director Booking Clerk	Annually Weekly With booking confirmation	✓ ✓ ✓
<b>QE II Field (Open Space)</b>	Health risk from rubbish and animal waste.  Trip hazard from wind turbine and other structures	<ul style="list-style-type: none"> <li>• Signs to direct users to the waste bin beside the road.</li> <li>• Wind turbine poles secured</li> </ul>	<ul style="list-style-type: none"> <li>• Replace signs when vandalised.</li> <li>• Remove any loose or unused materials.</li> </ul>	Director  Director	Monitored when visiting  Monitored when visiting	✓  ✓
<b>Children's Play Area</b>	Equipment hazards could injure children	<ul style="list-style-type: none"> <li>• No Dogs sign erected.</li> <li>• Annual ROSPA check.</li> <li>• Visual Inspection weekly.</li> </ul>	<ul style="list-style-type: none"> <li>• Any unsafe equipment to be taken out of use.</li> <li>• Maintenance to be carried out when identified.</li> </ul>	Director Director	As necessary When required	✓
<b>Bottle Bank</b>	Broken glass from overloaded bins or dropped bottles.	<ul style="list-style-type: none"> <li>• Weekly checks, notify collection firm if reaching full mark</li> </ul>	<ul style="list-style-type: none"> <li>• Sweep up any broken glass.</li> </ul>	Cleaner	As necessary	✓

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<b>Vehicle movement</b>	Pedestrians could suffer serious injury if struck by cars manoeuvring in the carpark.	<ul style="list-style-type: none"> <li>• Footpath provided for access to hall.</li> <li>• Lighting provided for safe access in hours of darkness.</li> </ul>	<ul style="list-style-type: none"> <li>• Control pedestrian and vehicle access to QE II Field during events.</li> </ul>	Director	As required	✓
<b>Hazardous substances</b>	The cleaner and others cleaning could suffer skin problems, or eye damage from direct contact with cleaning chemicals. Vapours may cause breathing problems.	<ul style="list-style-type: none"> <li>• Mops, brushes and strong rubber gloves provided.</li> <li>• Cleaning products marked irritant replaced with milder alternatives.</li> <li>• Cleaner asked to use products safely and follow instruction on product.</li> <li>• Cleaning products stored securely.</li> <li>• Never transfer products to unmarked containers.</li> </ul>	<ul style="list-style-type: none"> <li>• Cleaner reminded to check for dry, red, or itchy skin.</li> <li>• Consult doctor if any symptoms noticed.</li> <li>• Any incident to be recorded in the accident book and reported to directors.</li> </ul>	Director	On appointment of new cleaner	✓
<b>Electricity</b>	Users risk electric shocks or burns from faulty equipment or installation	<ul style="list-style-type: none"> <li>• Fixed installation correctly installed and inspected regularly.</li> <li>• All repairs by qualified electrician.</li> <li>• Portable equipment checked for visual signs of damage before use.</li> </ul>	<ul style="list-style-type: none"> <li>• Electrical appliances brought onto the premises must be safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989.</li> <li>• Unsafe equipment should be marked and taken out of use.</li> <li>• Class 1 equipment to be PAT tested every 2 years.</li> </ul>	Conditions of Hire.  Director  Director	Hirer   When required Director/ contractor	✓  ✓ ✓