

Whessoe Parish Council

HEALTH & SAFETY RISK ASSESSMENT

Version control:

Version	Date of Review	Reviewed By	Approval	Comments
v0.0	24/2/19	S Goldfinch		First draft
v0.1	9/3/19	S Goldfinch		Minor amendments following comments
V1.0		Whessoe Parish Council	WPC meeting 18/3/19	Final version approved
V1.1	May 2020	Clerk		Minor amendments
V2.0		WPC	WPC meeting 18/5/20	Approved subject to changes to mitigations under electrical risks
V2.1	17/5/21	Clerk		
V3.0		WPC	WPC meeting 24/5/21	Approved with minor amendments

Introduction

The Hall Management Committee have developed this risk assessment of Whessoe Parish Hall to control the risks to people who use the Hall and are involved in its maintenance and upkeep. There is no legal requirement to record the findings of the risk assessment as less than five people work in the Hall. Much of the repair and maintenance work at the Hall is done by self-employed workers, who have responsibility for their own Health & Safety, as well as for other issues like the hours they work and their financial and tax arrangements.

However the Hall Management Committee consider that there are sound legal and business reasons to record the findings, and to take steps to make sure that they are brought to the attention of those working or holding an event in the Hall.

The risk assessment will be shown to all workers doing jobs at the Hall, and given to all users of the hall, and will be discussed with the representatives of all groups using the Hall for the first time. A copy is to be displayed in the kitchen area. The Hall Management Committee will review the risk assessment every year, or immediately if any changes occur to the Hall or how the Hall is used.

Whessoe Parish Hall

Date of Risk Assessment: May 2020

What are the hazards?	Who might be harmed and how?	What are we doing already	What further action is necessary?	Action by who?	Action by when?	Done
<p>lips, trips and falls E.g uneven surface of car park, cleaning of floors etc.</p>	<p>Users of the hall and car park may suffer injuries such as fractures or bruising if they slip, eg on spillages or trip over objects.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Car park surface maintained to be as even as possible and cleared of moss and debris. <input type="checkbox"/> LED lighting installed and maintained in car park and all rooms and corridors in Hall. <input type="checkbox"/> Users know (through Hire Agreement) to clean up spillages immediately and know where equipment for this is kept. <input type="checkbox"/> Users are advised of the location of the stop cock to turn off water supply in the event of an escape of water. <input type="checkbox"/> Mats at entrances to stop rain water being carried in. <input type="checkbox"/> No storage in corridors. <input type="checkbox"/> No trailing electrical cables/leads. 	<ul style="list-style-type: none"> <input type="checkbox"/> Ground's maintenance contract to include pressure washing of paths and clearance of moss and debris. <input type="checkbox"/> Outside lights controlled remotely using Hive app. Clerk manages appropriate switch on and off. <input type="checkbox"/> Hire agreement reviewed annually. 	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>	<p>Annual Contract</p> <p>Ongoing</p> <p>Annual Review</p>	<p>2019</p> <p>2020</p>

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Working at height E.g changing light bulbs and batteries, putting up decorations etc	Users of the Hall may be injured falling from a height or from falling items	<input type="checkbox"/> Ladders to be stored away from the main Hall. <input type="checkbox"/> Hall hirers must not use ladders without consent and at their own risk. <input type="checkbox"/> Ladders to be inspected regularly and replaced or repaired if any defect is found. <input type="checkbox"/> Two persons must be on the premises when ladders are being used. <input type="checkbox"/> Ceiling lighting must only be changed by contractors using scaffolding or other suitable equipment.				
Vehicle movement	Pedestrians in the car park could suffer serious injury if struck by a car entering, leaving or moving in the car park	<input type="checkbox"/> LED lighting installed and maintained in the car park. <input type="checkbox"/> All drivers advised to only park in designated bays and observe pedestrian movement.	<input type="checkbox"/> Hall users advised (through Hire Agreement) to consider whether they need to control parking. New hire agreements signed in 2020/21	Clerk	Annual Review	2021
Hazardous substances E.g cleaning products	Cleaners risk skin problems from direct contact with cleaning chemicals. Vapour may cause breathing problems.	<input type="checkbox"/> Appropriate cleaning equipment provided. <input type="checkbox"/> Cleaning products stored securely in locked COSHH cupboard.	<input type="checkbox"/> Only appropriate, environmentally friendly products to be purchased as far as possible.	Clerk	Ongoing	

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Electricity	Users risk electric shocks and burns from faulty equipment and installations.	<input type="checkbox"/> All electrical installations installed by qualified electrician, and checked regularly. <input type="checkbox"/> Statutory fixed wiring and PAT testing carried every five years and annually respectively. <input type="checkbox"/> Hall users understand that they are responsible for any equipment brought onto the premises <input type="checkbox"/> Only qualified electrician carries out repairs	<input type="checkbox"/> Users to contact the Clerk or a Councillor in the event of electrical problems. <input type="checkbox"/> Next inspection due July 2023.	Clerk		
Stored equipment	Users could be injured by falling stacks	<input type="checkbox"/> Users know that they must stack tables and chairs carefully so that they do not collapse	No further action needed			
Fire	Users could suffer serious or fatal injury if trapped	<input type="checkbox"/> Fire Risk Assessment in place and reviewed annually. <input type="checkbox"/> Emergency lighting checked every two months. <input type="checkbox"/> Fire exits clearly marked.	<input type="checkbox"/> Arrange visit from the Fire Service to provide further guidance. <input type="checkbox"/> Ensure actions identified in the fire risk assessment are carried out. (WHO?)	Clerk Nominated Councillor	Annual Review	March 2020