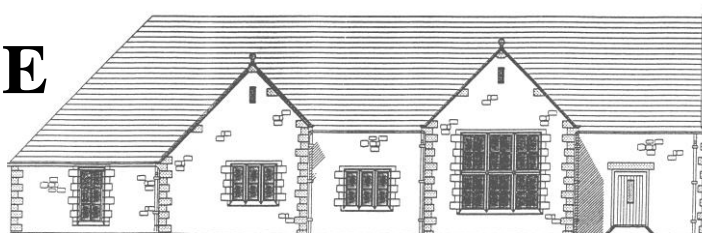


OVER WYRESDALE PARISH HALL



RISK ASSESSMENT – June 2019

To be reviewed by May 2021

What are the hazards?	Who might be harmed and how?	What are we doing already?	Further action required?	Action by who?	Action by when?	Done?
Slips, trips and falls e.g. uneven surface of car park, cleaning floors etc.	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.	Car park surface maintained to be as even as possible. Parking spaces for visitors with disabilities available next to hall entrance. Good lighting in car park and all rooms and corridors in hall. Users know (through hire agreement) to clear up spillages immediately and know where equipment for this is kept. Mats at entrances to stop rain water being carried in. No storage in corridors. No trailing electrical leads/cables.	Surface to be inspected regularly and repaired as necessary.			
			Check that hall cleaner knows which products to use on which type of floor.			
Work at height Eg changing light bulbs, cleaning windows, putting up decorations etc.	Anyone working at any height could suffer serious injuries, should they fall.	Appropriate, commercial stepladder securely stored and available for use. Hall users know (through hire agreement) that they are responsible for using the stepladder safely. Hall committee members and cleaner know how to use the stepladder safely.	Check condition of step ladder before use			

Strait Lane, Abbeystead, Lancashire, LA2 9BQ Registered Charity no. 1098500
admin@overwyresdaleparishhall.org.uk

OVER WYRESDALE

PARISH HALL



Vehicle Movement	Pedestrians could suffer serious injury if struck by cars entering/leaving car park or moving in it.	Entrance/exit to car park can be restricted by gates. Waste and recycling collection takes place at quiet times	Advise users of hall, through hire agreement, to consider whether they need to control car parking.			
			Consider speed limit sign			
Hazardous substances	Harsh cleaning chemicals can cause eye and skin irritation. Vapours may cause breathing problems	Mops, brushes and strong rubber gloves provided. Cleaning products marked 'irritant' replaced with milder alternatives. Cleaner to use products safely, eg follow instructions on the label, dilute properly and never transfer to an unmarked container. Cleaning products stored securely.	Cleaner reminded to check for dry, red or itchy skin on their hands and, if finding any, to go to doctors for advice and to tell the committee.			

OVER WYRESDALE

PARISH HALL



Electricity	Shocks or burns from faulty equipment	Fixed installation correctly installed by qualified electrician, and inspected regularly. All repairs by qualified electrician. Portable equipment checked for visual signs of damage before use. Hall users know they are responsible for any equipment used on site. All portable electrical equipment is PAT tested.	Hall users have contact number in case of electrical emergency.			
			Remind users that portable equipment considered unsafe should be marked and taken out of use.			
Stored equipment and furniture	Injury from collapsing stacks	Users to stack tables and chairs carefully to avoid collapse				
Manual Handling	Injury from inappropriate lifting technique	Help should be sought if items are too heavy to lift alone				
Private Water Supply	Contamination	Water supply is checked annually	If contamination occurs, hall users are warned to boil water before drinking.			
Fire	Risk of fatal injury from smoke inhalation/burns	Fire alarm and extinguishers are in place	Carry out fire risk assessment and ensure actions are done			