

Bishop Sutton Village Hall

Risk assessment & Safe systems of work

What are the hazards?	Who may be harmed?	What are we already doing?	What further action is required?	By whom?	When?	Completed
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, e.g. on spillages or trip over objects.	<ol style="list-style-type: none"> 1. Car park surface maintained to be as even as possible. 2. Parking spaces for visitors with disabilities available next to hall entrance. 3. Good lighting in car park and all rooms and corridors in hall. 4. Users know (through hire agreement) to clear up spillages immediately and know where equipment for this is kept. 5. Mats at entrances to stop rain water being carried in. 6. No storage in corridors. 7. No trailing electrical leads/cables. 	Surface to be inspected regularly and repaired requested as necessary	Bishop Sutton Parish Council/ Bishop Sutton Village Hall Committee	Inspect every three months	
Work at height e.g. changing light bulbs, cleaning windows, putting up decorations, etc.	Anyone working at any height could suffer injuries, possibly very serious ones, should they fall.	<p>Appropriate, commercial stepladder/ladder securely stored and available for use.</p> <p>Hall users not permitted to use ladders unless authorised by village hall committee</p> <p>See: - List of approved ladder users</p> <p>How do we change lights at height? – Policy?</p>	<ol style="list-style-type: none"> 1. Print copies of HSE guidance on safe use of stepladders and make available to those who may use ladder. 2. Put in place system for checking condition of stepladder. 	Bishop Sutton Village Hall Committee		
Hazardous substances Including cleaning products	Anyone cleaning, risk skin problems, e.g. dermatitis and eye damage, from direct contact with cleaning chemicals. Vapour may cause breathing problems	<ol style="list-style-type: none"> 1. Hall users are not allowed to bring hazardous substances in to hall. 2. All cleaning products provided by committee are the mildest available. 3. All products are stored securely 4. COSHH register? 	Review annually	Bishop Sutton Village Hall Committee		

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Electricity	Users risk shocks or burns from faulty equipment	<ol style="list-style-type: none"> 1. System check by qualified electrician. 2. Equipment checked before use. 3. Hall users know they are responsible for the safety of any equipment they provide & used on site. 	Remind users that any electrical equipment considered unsafe should be marked and taken out of use.	Bishop Sutton Village Hall Committee		
Stored equipment	Users could be injured by collapsing stacks	Users know where to stack tables and chairs and the maximum numbers is six in a single stack	None			
Manual handling	Users may suffer back pain if lifting too heavy weights	Users have no opportunity to move heavy objects.				
Fire	See separate fire risk assessment					