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| **What are the hazards?**  | **Who might be harmed and how?**  | **What are you already doing?**  | **What further action is necessary?**  | **Action by who?**  | **Action by when?**  | **Done**  |
| Slips, trips and fallsE.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.  | * 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 rainwater being carried in.
* No storage in corridors.
* No trailing electrical leads/cables.
 | ■ Surface to be inspected regularly and repaired as necessary.  | Doug Roper  | Inspect three- monthly  | 16 June, then every three months  |
| ■ Information on cleaning products on storage bottles  | Treasurer | At point of purchase |   |
| 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.  | * Appropriate 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.
 | ■ Print copies of HSE guidance on safe use of stepladders and make available to those who may use stepladder.  | Secretary  |  |  |
| ■ Put in place system for checking condition of stepladder.  | Secretary  |  |  |
| ■ Consider implications for work at height of any future alterations to the hall.  | Management committee  | As needed  |  |

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| Vehicle Movement | Pedestrians could suffer serious injury if struck by cars entering/leaving car park or moving in it | * Entrance/Exit to car park clearly marked
* For larger events. Parking controlled by marshals wearing high-visibility vests.
* Car park well-lit at night
* No unaccompanied children allowed in the car park
 | * Apply a 5mph speed limit in car park, and put up signs
* Advise users of hall, through hire agreement, to consider whether they need to control parking
* Signage to be reviewed regarding access to car park for children.
 | ChairSecretary | Prior to reopening |  |
| Hazardous Substances. E.g. Cleaning products | People cleaning risk skin problems, e.g. Dermatitis and eye damage from direct contact with cleaning chemical. Vapor may because breathing problems | * Mops, brushes and strong rubber gloves provided.
* Cleaning products market “irrirant” replaced with milder alternatives
* All cleaning products stored in labelled bottles, never transferred into an unmarked container
* Cleaning products stored securely, never left in the toilets
 | * Put hazardous substances sign on cupboard containing cleaning products
 | Treasurer | Prior to reopening |  |
| Electricity | Users risk electric shocks or burns from faulty equipment or installation | * Fixed installation correctly installed by qualified electrician, and inspected regularly
* All repairs by a qualified electrician
* Safety plugs in sockets
* Portable equipment checked for visual signs of damage before use
* Hall users know they are responsible for any equipment used on site
 | * Signage to ensure hall users know where the fuse box is and how to switch supply off in an emergency
* Remind users that portable equipment considered unsafe should be marked and taken out of use
 | Treasurer | ongoing |  |
| Stored Equipment | Users could be injured by collapsing tables, chairs etc | * Users know that they must stack tables and chairs carefully so that they do not collapse.
 | * Continue to monitor how the gym equipment is stored in the hall, and review with Yvonne
 | Chair | ongoing |  |
| Manual Handling | Users may suffer back pain if they lift items that are too heavy, or in the wrong way | * Trollies are available for moving chairs
 | * No further action needed
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| Asbestos We are not aware of any asbestos within the building | Staff, and others, carrying out normal activities at very low risk. Asbestos only poses a risk if fibres are released into air and inhaled. Maintenance workers are most at risk.  | ■ No risk controls at present.  | * Find out if hall contains any asbestos (eg in ceiling tiles, wall panels).
* If so, and if asbestos is in good condition, record where it is and put up signs warning that it is asbestos and is not to be disturbed (and then make regular checks to ensure it remains undisturbed and the signs maintained).
* Damaged asbestos to be removed by specialist contractors.
* If hall is ever demolished/refurbished, asbestos should first be removed by specialist contractors.
 | Doug |  |  |
| Fire  | If trapped, staff could suffer fatal injuries from smoke inhalation/burns  | ■ Fire risk assessment done, see www.communities.gov. uk/fire and necessary action taken.  | ■ Ensure the actions identified as necessary by the fire risk assessment are done.  | Chair of the Management Committee  | From now on |  |