

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 falls. eg Uneven surface of car park, cleaning floors etc	Users of the car park may suffer injuries such as fractures or bruising if they slip. eg on spillages or trip over objects	<ul style="list-style-type: none"> Car park surface has been replaced with tarmac Two 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 hiring 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 leads/cables 	<ul style="list-style-type: none"> Hirers should be aware that mobile Heating/cooling systems should be reminded to avoid trailing leads. 	CS	Annually	
Work at Height Eg changing of light bulbs, cleaning windows, putting up decorations etc	Anyone working at any height could suffer injuries, possibly very serious ones, should they fall	<ul style="list-style-type: none"> Appropriate, commercial stepladder securely stored and available for use Hall users know (through the agreement) that they are responsible for using the stepladder safely Hall committee members and cleaner know how to use the stepladder safely 	<ul style="list-style-type: none"> Remind users 	CS	Annually	
Vehicle movement	Pedestrians could suffer injury if struck by cars entering/leaving car park or moving in it	<ul style="list-style-type: none"> Entrance to car park clearly marked For large events, parking controlled by marshals wearing high visibility vests Car park well lit Skip/recycling collection takes place at times when hall is not in use 	<ul style="list-style-type: none"> Health and safety risk assessment for all events 	CS	ongoing	
Hazardous substances eg cleaning products	The cleaner and others cleaning, risk skin problems. eg dermatitis and eye damage from direct contact with cleaning chemicals.	<ul style="list-style-type: none"> Mops, brushes and strong rubber gloves provided Cleaning products marked 'irritant' replaced with milder alternatives Professional Company provides the Cleaners and are trained to use products 	<ul style="list-style-type: none"> Remove products such as bleach from the kitchen 	CS	ongoing	

	Vapour may cause breathing problems	safely, eg follow instructions on the label, dilute properly and never transfer to and unmarked container <ul style="list-style-type: none"> • Cleaning products stored safely 				
Fire	If trapped, staff could suffer fatal injuries from smoke inhalation/burns	A separate Fire risk assessment is carried out	<ul style="list-style-type: none"> • Ensure the actions identified as necessary by the fire risk assessment are completed 	CS	Annually	
Electricity	Users risk electric shocks or burns from faulty equipment or installation	<ul style="list-style-type: none"> • Fixed equipment correctly installed by qualified electrician and inspected regularly • All repairs by appropriate person • Portable equipment checked for visual damage before use • Hall users know, through the agreement, that they are responsible for correct use of equipment on site and for any portable equipment they bring on the site 	<ul style="list-style-type: none"> • List of portable appliances to be produced and testing carried out at regular intervals 	CS	Annually	
Stored Equipment	Users could be injured by collapsing stacks	Users know that they must stack tables and chairs carefully so that they do not collapse	No further action needed			
Manual handling	Users may suffer back pain if they try to lift objects that are too heavy or awkward	Trolleys available to move heavy equipment and users know where they are kept	No further action needed			
Asbestos	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 asbestos in the building	No further action needed			
COVID	Volunteers and users could be at risk of contracting COVID	Separate risk assessment to ensure that government guidelines are followed throughout.	Ensure users are updated on current guidelines	CS	ongoing	