

Victoria Hall Risk Assessment

What are Hazards?	Who is at risk?	What is currently done?	What further action is required?	Action by?
<p>Slips, trips & falls Eg uneven surface of car park, floors etc</p>	<p>Users of hall and car park may suffer injuries if they slip or trip</p>	<p>Surfaces maintained & inspected regularly</p> <p>Car park well lit</p> <p>Good lighting in all rooms & corridors</p> <p>No trailing cables/electrical leads etc</p> <p>Users know to clear up spillages immediately and to know where cleaning equipment is stored</p>	<p>Surfaces to be regularly inspected and repaired as necessary</p> <p>All users to be made aware via hire agreement</p>	<p>Chairman Secretary</p> <p>Quarterly</p> <p>Booking Secretary Ongoing</p>
<p>Working at height Eg changing light bulbs, cleaning windows, putting up decorations</p>	<p>Users working at any height could suffer injuries should they fall</p>	<p>Appropriate stepladder securely stored and available for use</p> <p>Users know that they are responsible for using step ladder safely</p> <p>Additional person in attendance when clock is wound weekly</p>	<p>HSE guidelines on safe use of step ladders to be printed out and made available</p> <p>Regular check of step ladder</p> <p>All users to be made aware through hire agreement</p> <p>Consider implications for working at height of any future alterations</p>	<p>Chairman Secretary</p> <p>Quarterly</p> <p>Booking Secretary Ongoing</p> <p>Chairman Secretary</p>
<p>Stored equipment</p>	<p>Users at risk of collapsing stacks</p>	<p>Users must know how to stack tables & chairs to avoid collapse</p>	<p>All users to be made aware via hire agreement</p>	<p>Booking Secretary Ongoing</p>

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Hazardous substances Eg cleaning products	Caretaker and users working with cleaning products risk skin problems, eye damage from direct contact	Mops, brushes, strong rubber gloves provided Cleaning products clearly marked 'irritant' to be stored safely Caretaker trained to use products safely	Caretaker to be consulted regularly regarding products used/required Caretaker to be advised to report any skin issues etc	Secretary
Electricity	Faulty equipment could cause electric shock or burns	Qualified electrician employed for all fixed installations and regularly inspected Safety plugs in sockets Portable equipment checked regularly Users know they are responsible for any equipment used	Ensure all users are aware where to find the fuse box and how to switch off supply in an emergency All users to be made aware via hire agreement	Chair Secretary Booking Secretary Ongoing
Movement of vehicles	Possible injury when cars entering/leaving car park	Entrance/exit to car park clearly indicated Car park well lit Use of marshals to control parking for large events	Advise users of hall through hire agreement to consider whether they need to control car parking Lights in car park are on automatic timer ensuring good visibility during evenings (adjusted when clocks change)	Booking Secretary Ongoing

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Manual handling	Users may suffer injury if they try to lift objects too heavy or awkward	Trolleys are readily available to move heavy equipment	All users to be made aware via hire agreement	Booking Secretary Ongoing
Fire	Users at risk from injury caused by smoke inhalation and/or burns	Fire risk assessment carried out Fire equipment checked annually	Ensure all actions identified are carried out as priority HHC framework used	Chairman & secretary Secretary