

WESTMESTON PARISH HALL – HEALTH & SAFETY RISK ASSESSMENT
May 2024

What are the hazards?	Who might be harmed and how?	What are we already doing?	What further action is necessary	Action by who?	Action by when?	Done
Boundary	Users could be injured by climbing fences and / or rushing out of the land owned by the Hall	<ul style="list-style-type: none"> Secure fence and gates in place around Premises and locked where necessary Drains / gullies are kept clear to remove danger of ice/skidding in wet weather Hedges and trees cut back regularly to give clear line of sight 	<ul style="list-style-type: none"> No further action needed 	All		
Cleaning	Cleaning equipment can cause hazards	<ul style="list-style-type: none"> All utensils clearly labelled and colour coded with clear instructions in locked cupboard under stairs Hazardous cleaning fluids kept upstairs in locked room 	<ul style="list-style-type: none"> No further action needed 	PC		
Flag pole	Potential hazard although well secured	<ul style="list-style-type: none"> Flagpole overhauled end 2021 and new halyard installed 	<ul style="list-style-type: none"> 6 month visual inspection Consider replacement 	RP Trustees		
Defibrillator	n/a	<ul style="list-style-type: none"> Defibrillator regularly checked Clear signage on road and beside defibrillator Access at all times 	<ul style="list-style-type: none"> Regular checking of battery 	TH	Ongoing	Ongoing
Drains / sewage	Ensure sewage system is working and there are no health hazards	<ul style="list-style-type: none"> Regular checks for blockages especially during extreme weather Regular checks that soak-away working Signage in place to prevent climbing over fence into treatment plant 	<ul style="list-style-type: none"> Regularly serviced and no reported problems. Next service due July 2024 Plan to upgrade fencing behind sewage system 	PC & Trustees		
Electricity	Users risk electric shocks or burns from faulty equipment or installation	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Advise users of hall, through hire agreement, to know where fuse box is and how to switch supply off in an emergency Remind users, through hire agreement, that any electrical equipment they bring on site is PAT tested 	PC & Trustees	Ongoing	Ongoing

Electricity (continued)		<ul style="list-style-type: none"> • New LED lighting installed in Summer 2017 • Any equipment users bring on site should be PAT tested 	<ul style="list-style-type: none"> • All outside electricity points have safety covers • Hall equipment to be PAT tested 	TH	Ongoing	
Solar Panels	Well secured and no easy access	<ul style="list-style-type: none"> • Newly installed in 2024 • Cabinet locked 	<ul style="list-style-type: none"> • n/a 	PC & Trustees		
Fire	If trapped, users could suffer fatal injuries from smoke inhalation / burns	<ul style="list-style-type: none"> • Fire Risk Assessment done annually (My 24) and necessary action taken • Fire alarm tested monthly • Fire exit lights regularly checked • Signage for fire assembly points in place for either end of grounds • Fire doors clear and functional 	<ul style="list-style-type: none"> • Ensure the actions identified in Fire Risk Assessment are done • Regular testing • Exit lights replaced and upgraded with LED IN Feb-19 	TH / PC	May-24	May-24
Hazardous substances (e.g., cleaning products)	The cleaner, and others cleaning, risk skin problems (e.g., dermatitis and eye damage) from direct contact with cleaning chemicals. Vapour may cause breathing problems.	<ul style="list-style-type: none"> • Mops, brushes and strong rubber gloves provided • Cleaner to use products safely (e.g., follow instructions on the label, dilute properly and never transfer to an unmarked container • Cleaning products stored securely in cupboard in locked room on first floor 	<ul style="list-style-type: none"> • No further action needed 			
Heating	Storage and combination heaters	<ul style="list-style-type: none"> • Storage and combination heaters replaced July-18 	<ul style="list-style-type: none"> • No further action needed 			
Kitchen	Users risk burns and wounds from cutting	<ul style="list-style-type: none"> • Supplied First Aid Box which is regularly checked • Oven replaced in 2023 • Incident Book regularly checked – clear at the moment 	<ul style="list-style-type: none"> • No incidents in report book • First Aid Kit to be replaced 	TH TH		
Road – B2116	Pedestrians and vehicles coming in and out of premises	<ul style="list-style-type: none"> • Gullies & drains kept clear by Council • Good ‘Slow’ signage if large event taking place 	<ul style="list-style-type: none"> • No further action needed 			
Shed	Users could be injured by collapsing stacks of equipment in shed	<ul style="list-style-type: none"> • Shed is securely locked • Access limited to Trustees 	<ul style="list-style-type: none"> • Need to ensure safe installation of power cable to charge mower • No further action needed 			

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)	<ul style="list-style-type: none"> • 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 entrance to stop rainwater being carried in • No storage in corridors • No trailing electrical leads/cables • Lawn surface smooth in area close to car park and hall 	<ul style="list-style-type: none"> • Surfaces (inside / outside) to be inspected regularly and repaired as necessary • Hall cleaner knows which products to use on which type of floor • Uneven surfaces furthest from Hall 	PC & Trustees PC Trustees	Ongoing May-24	May-24 May-24
Stored equipment	Users could be injured by collapsing stacks	<ul style="list-style-type: none"> • Users know that they must stack tables and chairs according to the instructions on the notices on the walls 	<ul style="list-style-type: none"> • No further action needed 			
Toilets	Health hazard if not cleaned and in good working condition	<ul style="list-style-type: none"> • Disabled toilet has bell which is monitored regularly • Regular cleaning 	<ul style="list-style-type: none"> • Weekly test 	PC	Ongoing	Ongoing
Trees	Dead wood and possibility of ash die back	<ul style="list-style-type: none"> • Regular checks around grounds for anything dangerous • Annual check by tree surgeon when leaves have appeared to check for any die back 	<ul style="list-style-type: none"> • 2 trees to be removed and on Tree Surgeon list • Sycamore and Ash 	PC	May-22	ACTION
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 / exit to car park clearly marked – 5 mph speed limit in car park with signage • Hedges cut back to give clear view • Car park is well lit • Grit & salt available 	<ul style="list-style-type: none"> • Advise users of hall, through hire agreement, to consider whether they need to control car parking • Check grit/salt in Autumn 	PC & All PC	Oct-24	ACTION

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.	<ul style="list-style-type: none"> • Appropriate, commercial stepladder securely stored and available for use by Trustees only 	<ul style="list-style-type: none"> • No further action needed 			
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Apart from the issues tabled in the columns above, we observed no other hazards. The general state of decoration of the building is excellent and well maintained by regular attention from the management team.

Signed & dated by Rod Pryde and Tessa Haughton

Seen and agreed by all Trustees – Meeting 08 May 2024