

# Risk assessment

Name of assessor		Marion Fox Goddard			Date		January 10th, 2023					
Location		Fernwood Village Hall										
What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures	Risk rating			Additional controls	New risk rating (Residual)			Action/monitored by whom?	Action/monitored by when?
				L	C	R		L	C	R		
Fire	See separate fire risk assessment – done November 2022											
Legionella	See separate legionella risk assessment – done July 2022											

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Slips, trips, and falls E.g., uneven surface of car park, cleaning floors etc.	Users of the hall and car park	Injuries such as fractures or bruising if they slip, e.g., on spillages or trip over objects.	<ul style="list-style-type: none"> <li>• Parking spaces for visitors with disabilities available next to hall entrance.</li> <li>• Good lighting all rooms and corridors in hall.</li> <li>• Mats at entrances to stop rainwater being carried in</li> <li>• No storage in corridors No trailing electrical leads/cables</li> </ul>	1	3	3	Add to user agreements: users to clear up spillages immediately	1	3	3	Parish Clerk to monitor and update the user agreement  Caretaker to perform checks	Ongoing  Update user agreements Dec 2020  Daily
Work at height E.g., changing light bulbs, cleaning windows, putting up decorations etc.	Staff Contractors	Could suffer injuries, possibly very serious ones, should they fall.	Appropriate, commercial stepladder securely stored and available for use. Caretaker knows how to use the stepladder safely.	1	3	3	Print copies of HSE guidance on safe use of stepladders and make available to the caretaker.  Consider implications for work at height of any future alterations to the hall.	1	3	3	Parish Clerk	Ongoing  HSE guidance copied to Caretaker 25/11/20

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Hazardous Substances	Staff	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"> <li>Mops, brushes, and strong rubber gloves provided</li> <li>Caretaker trained to use products safely, e.g., follow instructions on the label, dilute properly and never transfer to an unmarked container</li> <li>All hazardous substances/cleaning products stored securely</li> <li>Caretaker has data safety sheets for all substance used</li> </ul>	1	4	4	<p>Caretaker to be reminded to check for dry, red, or itchy skin on her hands and, if finding any, to go to doctors for advice and to tell the Parish Clerk</p> <p>Caretaker to be reminder to check the instructions each time product used</p>	1	4	4	Parish Clerk	Ongoing
Electrical Hazard	Hall Users Staff	Electric shocks or burns from faulty equipment or installation	<ul style="list-style-type: none"> <li>Fixed installation correctly installed by qualified electrician, and inspected regularly</li> <li>All repairs by qualified electrician</li> <li>Portable equipment checked for visual signs of damage before us</li> <li>Hall users know they are responsible for any equipment used on site</li> </ul>	1	5	5	All staff to look out for cable damage	1	5	5	Parish Clerk	Fixed installation 5 yearly check due August 2021  PAT testing due January 2022

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Stored Equipment	Users Staff	Injured from collapsing stacks	<ul style="list-style-type: none"> <li>Signage – chairs maximum stack 8</li> <li>Signage – tables picture showing how to put the tables back</li> <li>Caretaker checks chair and table store each weekday and between hires at the weekend</li> </ul>	1	4	4		1	4	4	Caretaker and Maintenance Operative	Daily
Hot water Oven/hob Kettle	Children	Burns/scalds	<ul style="list-style-type: none"> <li>No children allowed in the kitchen</li> <li>Temperature of tap water regulated and tested</li> </ul>	1	5	5		1	5	5	Parish Clerk	Ongoing
Manual Handling	Users Staff	Users may suffer back pain if they try to lift objects that are too heavy or awkward.	<ul style="list-style-type: none"> <li>Trolleys available to move heavy equipment</li> </ul>	1	4	4	Manual Handling training	1	4	4	Caretaker and Maintenance Operative Clerk to arrange training	Daily January 2021
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Falling branches	Users/ staff	May be hit by a falling branch	Tree Surveys	1	3	3		1	3	3	Parish Clerk	Next tree survey due end Winter 2023/Spring 2024
Lack of clarity about who is responsible for safety during hire periods	Users	Appropriate action not taken in an emergency – leading to injury/death	<ul style="list-style-type: none"> <li>Hand over process in place with ad hoc users, making it clear they are responsible for evacuating the building/taking appropriate action if there is an accident/emergency during their hire period.</li> <li>Regular &amp; ad hoc hire agreements are clear that hirers must take necessary action to manage an emergency when FPC staff aren't present.</li> </ul>	1	5	5	Reminder to regular users every 6 months that they are responsible for managing an emergency/accident in the hall	1	5	5	Parish Clerk	Ongoing/every 6 months
User Activities	<b>Users and hirers of a community facility have responsibility for managing risks arising from their own activities when they have control of premises and should take account of any guidance relevant to their specific activity or sector.</b>											
Review date	<b>January 2024</b>					Signature			<b>REDACTED</b>			