

What are the Hazards	Who might be harmed and how?	What are we already doing	What further action is necessary	Action by whom	Action by when	Completed
Vehicle Movements	Pedestrians could suffer serious injury if struck by cars entering/leaving car park or moving in it	~ Entrance/exit clearly marked ~ Car Park well lit ~ Rubbish collection takes place when hall not in use Marking bays and pedestrian routes	Light the entrance & exit times at night.	Manager	Aug 17	June 17
			Advise users of the hall, through hire agreement whether they need to control car parking	Manager	Dec 17	
			Lighting needs to be updated at rear of building	Trustees	Mar 18	
Slips, Trips & Falls	Users of the Hall & car park may suffer injuries if they slip on spillages or trip over objects	~ Car park maintained to be as even as possible. ~ Parking spaces for visitors with disabilities available next to hall entrance ~ Good lighting in all rooms and corridors ~ Users know (through hire agreement) to clear up spillages immediately and	Surface to be checked regularly and repaired as necessary	Manager	N/A	Ongoing
			Ensure that the hire agreement for 2018 is updated to include these advisories.	Manager	Dec 17	

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Slips, Trips & Falls (cont)		know where equipment is kept ~ No storage in corridors ~ No trailing electrical leads/cables ~ Mats at entrances to stop rain water being carried in	Ensure that the hire agreement for 2018 is updated to include these advisories.	Manager	Dec 17	
			Check that the cleaners know which products to use on which type of floor	Manager	Aug 17	June 17
			Ensure that the hire agreement for 2018 is updated to include these advisories.	Manager	Dec 17	
Working at Heights	Anyone working at any height could suffer injuries, possibly very	~ Appropriate commercial step ladder securely available for use.	Print copies of HSE guidance of the safe use of stepladders and make available to those who may use a stepladder.	Manager	Aug 17	June 17

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	serious ones should they fall.	<p>~ Hall users know (through the hire agreement) that they are responsible.</p> <p>~ Hall committee members and cleaners know how to use the stepladder safely.</p> <p>~ Hall users know (through the hire agreement) that there is a pole available for the purpose of putting decorations up in the Main Hall as the ceiling is too high to use a stepladder.</p> <p>~ There is available to the hall manager and certain trained users the availability of a scaffold tower which should be used in all circumstances when access to the ceiling in the Main Hall is required. Tower in locked room</p>	Ensure that the hire agreement for 2018 is updated to include these advisories.	Manager	Dec 17	
			~ Put in place a system for checking the condition of the Stepladder and Scaffold Tower	Manager	Aug 17	June 17
			Ensure that only trained personnel use the Scaffold Tower	Chairman/Manager	N/A	

Hazardous Substances	The cleaner and others cleaning, risk skin problems e.g. dermatitis and eye from direct contact with cleaning chemicals. Vapour may cause breathing problems	~ Mops, brushes and rubber gloves provided ~ Cleaner trained to use products safely e.g. Follow the instructions on the label, dilute properly and never transfer to an unmarked container ~ Cleaning products stored securely.	Cleaners to ensure that they check for dry, red or itchy skin on hands.	Manager	Aug 17	June 17
			Cleaning Products to be stored in a lockable metal cupboard.	Manager	Oct 17	
Electricity/Gas	Users risk electric shocks and or burns from faulty equipment or insulation	~ Fixed installation correctly installed by qualified electrician/gas engineer and inspected regularly. ~ All repairs carried out be a qualified electrician/gas engineer ~ Portable equipment checked for visual signs of damage before use. ~ All equipment PAT tested on an annual basis ~ Hall users know that they are responsible	Make sure Hall users know where the fuse box/gas main is and how to switch the supply off in an emergency	Manager	Dec 17	
			Hall users to be reminded through the 2018 hire agreement that only PAT tested portable electrical items should be brought into the hall.	Manager	Dec 17	

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		for any equipment used on site. Safety				
Stored Furniture	Users know how to store/stack tables and chairs carefully so that they do not collapse	Users are aware that they need to stack tables and chairs so that they do not collapse	To be reminded in the 2018 hire agreement.	Manager	Dec 17	
Manual Handling	Users main suffer back pain if they try to lift objects that are too heavy or awkward	Trestle tables MUST be handled by at least 2 people. A trolley is available to move chairs.	To be reminded in the 2018 hire agreement	Manager	Dec 17	
Use of Kitchen	Restrict Access	Children under the age of 14 not to be admitted to the kitchen	Signs to this effect are on the doors to the kitchen	N/A		
Fire Escapes	People using fire escapes as entrance and exit points to the hall could be injured by traffic passing the exits	Placed fire seals on doors	To be reminded in the 2018 hire agreement	Manager	Dec 17	
Asbestos	Users and contractors	Users, visitors and contractors must be made aware that the walls and structure of the building must not be interfered with	To be reminded in the 2018 hire agreement	Manager	Dec 17	