

## ARNSIDE WI AND VILLAGE HALL. HEALTH AND SAFETY RISK ASSESSMENT

Date approved. June 14<sup>th</sup> 2021

Updated:

Hazards identified.	Who might be harmed and how?	What is already being done to control risk.	What further action needed	Action by Who?	Date action needed by?	Date work done.
<b>Slips, trips and falls. Uneven forecourt, spillages on floors, objects left on floors. Carpets and mats in poor condition.</b>	Users of the Hall, garden and car park may suffer injuries such as bruising/ fractures if they slip or trip.	Floors, carpet and forecourt are well maintained. No trailing cables or storage in corridors. Signs for wet floor used. Hall cleaned regularly. Users asked to clear up spillages and keep floors clear.	Regular checks and damage repaired or item replaced. Signs on stage.	Hall committee	3 monthly Hall Inspections by committee member.  When booking	19.04.21 Floor sanded and varnished
<b>Hazardous substances eg. cleaning materials</b>	Staff, maintenance workers, users of hall and children, are in contact with cleaning materials and suffer skin problems or eye damage. Vapour may cause breathing problems.	Cleaning material kept safely and put away properly in kitchen and cleaners' cupboards. Cleaner reminded to use products safely and follow instructions on materials. Mops, brushes and gloves provided.	Regular checks that stored properly.  Cleaner to report if any problems.	Hall committee.	3 monthly Hall Inspections by committee member.	18.05.21 Discussion with cleaners.

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<b>Working at heights</b>	Cleaner, contractors and users falling and injuring themselves.	Ladders belonging to Hall in good order. Hall users and staff know that they are responsible for using ladders safely.	Regular checks	Hall Committee	3 monthly Hall inspections by committee member.	
<b>Electricity</b>	Users, contractors and cleaners' risk electric shocks or burns from faulty equipment or installation.	All electrical equipment checked annually, Pat tested and labelled. Instruction manuals for equipment provided. All repairs by qualified electricians. 5 year electricity check	Regular checks Users told in Hiring agreement that any extra equipment that they use must be PAT tested.	Hall Committee Booking Clerk	When hired  Pat Test annually in March.  Every 5 years	Pat tested. March 21   2020
<b>Outside patio, path steps and ramps</b>	Users of the Hall, garden volunteers and pedestrians using the footpath.	Adequate lighting provided. Handrail on steps. Footpath signed as private and used at own risk. Outside areas swept regularly. Garden furniture checked regularly. Condition checked.	Regular checks	Hall committee	3 monthly inspections by committee member.	

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<b>Stored Equipment and use of Hall Equipment</b>	Users, staff and volunteers could be injured by falling equipment or by lifting heavy items	Users know that they must stack chairs and tables carefully. Manuals and instructions for use of equipment provided.	Labels in cupboard	Hall committee	Regular check of cupboard	
<b>Fire and fire equipment.</b>		Fire equipment and alarms provided in rooms except toilets. Fire inspection and equipment tested annually and fire alarms monthly. Evacuation notices in main rooms and plans of building with exits marked displayed. Fire exits in main Hall, kitchen and committee room. Emergency lighting over exits. Fire risk assessment done and displayed. Hirers asked to indicate exits at events.	Regular checks  Ensure the actions identified as necessary by fire risk assessment are done.	Hall committee.  Chairman and Hall committee.  Booking clerk.	Annual checks of fire equipment by fire safety firm. Monthly security light and alarm check. 6 monthly wall fire alarm check by fire safety firm. 3 monthly Hall Inspection check of exits and notices.	Fire extinguishers Jan 21  Oct 2020

Last Hall Inspection: 9<sup>th</sup> May 2021 by Judith Brown.