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| **HAZARD IDENTIFICATION AND CONTROL MEASURES:** | | |
| **Step 1** **Identify significant hazards** | **Step 2 Identify who might be harmed and how** | **Step 3 Identify precautionary measures already in place** |

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| **List of significant hazards**  (something with the potential to cause harm) | **Who might**  **be harmed?** | **Type of harm** | **Existing controls**  (Actions already taken to control the risk) |
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| **Slips and trips** when using indoor facilities at the Village Hall. e.g. uneven surfaces, floor cleaning, toys from children's crèche etc. | Parish council members  Members of the public  Visitors | Slips/trips/ sprains/collisions | * Good lighting in all rooms, corridors and hall. * Users aware of the need (through hire agreement) to clear up spillages immediately and aware of where the equipment for this (mops etc.) is kept. * Mats to be placed at entrances to prevent rainwater being carried in. * Corridors and fire exits should not be obstructed * No trailing electrical leads. * Cleaner/site supervisor to use anti-slip cleaning products. * Regular inspection regime in place with all inspections being recorded. |
| **Working at height** e.g. putting up decorations etc. | Parish Council members  Volunteers  Caretaker | Sprains, broken limbs, or the potential for a fatality resulting in a fall from a height. | * Appropriate, commercial stepladder/ladders securely stored and available for use. * Stepladder/ladder only to be used by competent and authorised personnel. * Stepladder/ladder subject to regular and recorded inspections. * Contractors to be used for tasks which require specialist equipment/skills i.e. fixing flower tubs to lamp posts etc. |
| **Vehicle movement/ car parking** | Parish Council members  Volunteers  Organisers  Visitors  Members of the public | Serious injury such as broken limbs, crushing or even fatality if struck by a moving vehicle, particularly when reversing. | * Speed limit signage clearly displayed. * Temporary traffic cones appropriately placed, if necessary. * Police/highways liaised with for large events – e.g. Rose Queen and Remembrance Sunday. |
| **Hazardous substances i.e. cleaning products, bleach etc.** | Caretaker/cleaner  Others who may use a cleaning product to clear up a spillage  Visitors who may accidentally come into contact with substances | Skin problems i.e. dermatitis, eye damage from direct contact with substances, breathing problems from vapours. Accidental ingestion. | * Mops, brushes and rubber gloves (Personal Protective Equipment) provided. * Cleaner/site supervisor instructed on the safe use of products i.e. follow users instructions, dilute properly, use in well ventilated areas and never transfer to unmarked containers. * Cleaning products stored appropriately and securely. * Minimum amount of cleaning products kept on site. * COSH assessment should be undertaken where appropriate |
| **Electricity** | Parish Council members  Other hall users  Caretaker/cleaner  Visitors  Contractors | Users risk electric shock or burns from faulty equipment or installation. | * Fixed installations correctly installed, maintained and repaired by qualified electrician. * Fixed installation regularly inspected – legal requirement is for every 5 years. * New portable appliances (kettles, strimmers, drills etc.) all carry the CE mark and are entered into an electrical items log book. * Portable equipment visually checked by users before use. * All Parish Council owned portable appliances (kettles, vacuum cleaners etc) to be tested at appropriate intervals to comply with current legislation. * Hall users know (via their hire agreement) that they are responsible for any equipment used on site. * Any extension cables to external appliances are suitably waterproofed and protected. * Any cables are suitably covered or marked to prevent them being a trip hazard. |
| **Stored equipment i.e. trestle tables, chairs, play equipment etc** | Parish Council members  Caretaker/cleaner  Volunteers  Hall users | Users could be injured by collapsing stacks. | * Nesting chairs stacked no more than 8 high. * Nesting tables stacked no more than 6 high. * Users are aware .(via the terms of the hire agreement) of the above requirements. * Collapsible tables and chairs secured in a safe manner |
| **Fire** | Parish council members  Caretaker/cleaner  Volunteers  Hall users  Contractors | Fatality, serious burns, smoke/toxic fumes inhalation. | * Fire risk assessment in place. * Regular and recorded checks of means of escape routes, at least annually * Clear signage showing escape routes. * Action on discovering a fire notices clearly displayed in the premises and included in the hire agreement and explained during new user induction. * Appropriate fire extinguishers/hose reels in situ and checked regularly and serviced to comply with current legislation..   . |
| **First aid provision** | Parish council members  Caretaker/cleaner  Volunteers  Visitors members of the public | Any of the injuries referred to in the risk assessment document | * First aid needs risk assessment carried out to determine the level of first aid cover required. * For large events - sufficient trained first aiders (may be qualified volunteers or organisations such as St John's Ambulance) on site to deal with likely injuries. * Sufficient first aid boxes, fully stocked with in date first aid items. * Signage informing public where first aid is available is clearly displayed. * Ensure first aid information should be part of hire agreements |
| **Disposal of waste** | Parish council members  Caretaker/cleaner  Volunteers  Visitors members of the public | Vermin  Infestation  Public hygiene  Slips and trips | * Arrangements with local council for the disposal of any waste classed as hazardous i.e. light tubes, medical waste etc. * Waste disposal procedures risk assessed if the current arrangement changes. * All relevant people to be briefed on arrangements (through Booking Form Terms and conditions) that waste must be removed at the end of each event. |
| **Adverse/wet/windy weather** | Parish council members  Volunteers  Visitors/members of the public | Slips/trips  Electrocution  Exceeding fire capacity of buildings | * For example the Rose Queen - consider alternative venues, possibly under cover at the Village Hall. * Assess on the day whether activities are safe to go ahead in wet weather i.e. bouncy castle or any attraction requiring electricity from a building via an extension cable. * Make sure that if the event needs to be continued indoors the safe occupancy of the building is not exceeded. * Ensure tents/marquees and bouncy castles and inflatable slides etc. are securely anchored. Should winds get too high do not allow their use. * Review the situation during the course of the event and make any necessary decisions as to the safety of attractions. |
| **Noise** | Parish council members  Volunteers  Visitors/members of the public | Stress  Temporary or long term Hearing damage | * For noisy attractions and events (i.e. live bands etc) consideration to be given to the wellbeing of local residents; particularly if operating/playing into the evening. * Consider if the noise is likely to affect the ability to convey any emergency announcements to the public (such as the need to evacuate the area, or lost children announcements). |
| **Erecting tents/awnings etc (e.g Rose Queen)** | Parish council members  Volunteers  Visitors/members of the public | Manual handling injuries  Crush injuries (should the tent etc collapse | * Large marquees to be hired from a competent provider and erected and taken down by them. * Other tents etc. to be self- erected should supervised by a competent person with sufficient help. * All tents/awnings etc. securely anchored. * Tent pegs/pickets and guy ropes to be inspected annually and before each use to check for integrity. |
| **Access to Emergency Services** | Parish council members  Volunteers  Visitors/members of the public | Any of the injuries referred to in the risk assessment document | * Defibrillator mounted outside the front of the Village Hall with ongoing training to be provided to local residents. * Telephone box by the Bus Stop with Landline access to Emergency Services by the phone |

**I certify that the risk assessment above fully applies to the Kettleshulme Memorial Hall.**

**Signed: Name: For and on behalf of Kettleshulme Parish Council.**

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| **Action to be Taken (if required)** | | | | | |
| **Hazard** | Action required | Person(s) to undertake action? | **Projected**  **time scale** | **Notes / comments** | **Date** completed |
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