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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 membersMembers of the publicVisitors | 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.
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| **Working at height** e.g. putting up decorations etc. | Parish Council membersVolunteersCaretaker | 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.
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| **Vehicle movement/ car parking**  | Parish Council membersVolunteersOrganisersVisitorsMembers 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.
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| **Hazardous substances i.e. cleaning products, bleach etc.** | Caretaker/cleanerOthers who may use a cleaning product to clear up a spillageVisitors 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
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| **Electricity** | Parish Council membersOther hall usersCaretaker/cleanerVisitorsContractors | 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.
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| **Stored equipment i.e. trestle tables, chairs, play equipment etc** | Parish Council membersCaretaker/cleanerVolunteersHall 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
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| **Fire** | Parish council membersCaretaker/cleanerVolunteersHall usersContractors | 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..

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| **First aid provision** | Parish council membersCaretaker/cleanerVolunteersVisitors 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
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| **Disposal of waste** | Parish council membersCaretaker/cleanerVolunteersVisitors members of the public | VerminInfestationPublic hygieneSlips 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.
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| **Adverse/wet/windy weather** | Parish council membersVolunteersVisitors/members of the public | Slips/tripsElectrocutionExceeding 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.
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| **Noise** | Parish council membersVolunteersVisitors/members of the public | StressTemporary 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).
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| **Erecting tents/awnings etc (e.g Rose Queen)** | Parish council membersVolunteersVisitors/members of the public | Manual handling injuriesCrush 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.
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| **Access to Emergency Services** | Parish council membersVolunteersVisitors/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
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**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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