

Risk assessment

Company name: **Tealby Village Hall & Carpark** Assessment carried out by: **Tony Fairclough & Nigel Harris**

Date of next review: **31 April 2025**

Date assessment was carried out: **4 April 2024**

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?
<p>Pedestrians hit by cars in the carpark caused by lack of attention</p> <p>Emergency vehicles have access to the Hall via Beck Hill and the carpark.</p>	<p>All pedestrians using the carpark whilst cars parking and using the entrance/exit leading to bruising or fracture.</p> <p>RTA more likely at night when pedestrians are less visible.</p>	<p>The carpark is small so cars are moving slowly.</p> <p>Carpark use is frequent during daylight hours with visitors, shop and hall users. Carpark lights are available when the hall is in use.</p>
<p>Head injury</p>	<p>Users of the hall striking their head on roof guttering at head height</p>	
<p>Slips, trips and falls caused by:</p> <ul style="list-style-type: none"> • Uneven surfaces or slippery floors • Use of temporary staging • Power extension cables used by hall users or performers • Boxes or other items brought into the hall by users or hirers around tables. • Entrance to the hall has steps, not easy at night. • Access path from carpark to village hall is raised 24" and creates a fall hazard leading to bruising or fractures. 	<p>All users of the hall, contractors, hirers, volunteers.</p> <p>Slip, trip or fall on a hard surface leading to bruising or fracture.</p>	<p>Absorbent mat located at the entrance and back door.</p> <p>Hall floor well maintained and cleaned regularly.</p> <p>Users are advised to clean up spills promptly.</p> <p>Users are advised to mark edges brightly if staging used.</p> <p>Users are advised to tape down power extension cables.</p> <p>Users are advised to ensure boxes or other items are pushed well under tables.</p> <p>Stairways and steps have handrails.</p> <p>Users are advised to use the outside lights with a timer when leaving the hall at night.</p> <p>Users are advised to use the external lighting when carrying items between the hall and carpark at night.</p> <p>Carpark entrance has a slope and can be slippery when icy.</p>

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<p>Working at height falling from step ladders inside the building Falling from ladders outside the building</p>	<p>All users of the hall, contractors, hirers, volunteers falling from step ladders while fixing decorations, lighting or repair work leading to bruising or fracture.</p>	<p>Users are advised that only competent adults to use step ladders, with suitable footwear, and without any lone working. Contractors to provide their own risk assessments and use their own equipment.</p>
<p>Manual handling</p>	<p>All users of the hall, hirers, contractors, volunteers suffering musculoskeletal injuries attempting to lift heavy or awkward objects.</p>	<p>Users are advised to use the trolley to move chairs, with maximum stack of 4 chairs. Seek assistance when moving tables. Children must not move tables and chairs. Users setting up equipment are advised to take care with heavy items above 20kg and follow manual handling guidance. Contractors to provide their own risk assessments.</p>
<p>Falling objects</p>	<p>All hall users hit by falling heavy objects causing impacts wounds and head injuries.</p>	<p>Performers installing stage lighting or other equipment above head height to ensure items secured by appropriate fastenings.</p>
<p>Hazardous substances Skin damage from exposure to caustic or acidic cleaning products Poisoning of children from accidental ingestion</p>	<p>All hall users and especially children and cleaner, skin damage from chemicals or illness from ingestion.</p>	<p>Chemicals are kept in their original containers, clearly labelled, upright. Cleaning materials used by hirers are stored in a locked cupboard in the kitchen. Gloves are provided. Products have label user instructions. Cleaning equipment stored in gents' toilet cupboard. Cleaning materials used by the cleaner are stored in a locked cupboard in the ladies' toilet.</p>
<p>Electricity</p>	<p>All hall users might be shocked, burnt or killed by faulty electrical equipment</p>	<p>All electrical installations are repaired/installed by qualified electricians. The electrical installations are tested every 5 years. Users are protected with circuit breakers. Electrical defects are reported in the Maintenance book, taken out of service and repaired promptly. Portable electrical equipment is PAT tested annually.</p>

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		Hirers are made aware that they are responsible for their own equipment and that it should be in a good state of repair.
Gas equipment (no mobile gas or LPG used)	All users might be burned or killed by a gas explosion	Boiler is routinely serviced by a Gas Safe registered engineer.
Asbestos Legionnaires' disease		Not applicable. The hall is wood and brick construction. Not applicable. Mains water only. Combi boiler without hot water tank.
Fire Burns from fire and lung damage from smoke inhalation	All hall users might be burned should the hall catch fire	<p>Fire Risk Assessment completed.</p> <p>Smoke detectors and emergency lighting fitted, fire exits labelled, fire extinguishers supplied and serviced routinely.</p> <p>Fire evacuation procedure published.</p> <p>Users and hirers are advised that no naked flames are to be brought into the building eg candles, fireworks, cooking equipment.</p> <p>Flammable products are stored in a locked cupboard away from sources of ignition. Eg paint tins and cleaning solvents.</p> <p>Contractors to provide their own risk assessments, especially with regard tools that create sources of ignition eg plumber's solder torch, grinding equipment, paint heat guns etc</p>
Cuts and burns to hands	All hall users from use of sharp knives or broken glass in the kitchen, and use of hot water and cooking tools on the hob/oven	<p>Users and hirers are cautioned to handle knives, glass and hot cooking equipment with care. Oven gloves and fire blanket provided.</p> <p>Children are not allowed in the kitchen unless supervised by an adult.</p>
Food poisoning and allergic reactions	All hall users where food is prepared or eaten onsite becoming seriously ill	Users are advised to follow Food Standards Agency guidance in Health and Safety file.