

## Clun Memorial Hall and Playing Field Charity

### Risk Assessment

Carried out by Sally Lewis – Secretary Contacts Ryan Davies

Sally Lewis 07980 301573

Di Martyr 01588 641091

What are the hazards	Who might be Harmed and how	What are we already doing	What further action is necessary?	Action by who	Action by When?	Done
<b>Slips, trips and falls</b>	Users of the hall and Car park may suffer Injuries such as fractures Or bruising if they slip	<ul style="list-style-type: none"> <li>• Car Park surface maintained</li> <li>• Parking spaces for visitors with disabilities available next to the hall entrance</li> <li>• Good lighting in car park and all rooms</li> <li>• Users know to clear up spillages immediately</li> <li>• Mats at entrance to stop rain water being carried in.</li> <li>• No storage in narrow areas</li> <li>• No trailing electrical leads/cables</li> </ul>	<ul style="list-style-type: none"> <li>• Surface to be inspected regularly and repaired</li> <li>• Check Hall cleaner knows which products to use on which floor type</li> </ul>	Secretary/ Treasurer  Secretary	Inspect three monthly  Upon commencement	
<b>Work at Height</b>	Anyone working at any height could suffer injury	<ul style="list-style-type: none"> <li>• Appropriate, commercial step ladder securely stored and available for use</li> <li>• Hall users know that they are responsible for using ladders safely refer to H &amp; S Policy</li> <li>• Hall committee members and cleaner know how to use the step ladder safely</li> </ul>	<ul style="list-style-type: none"> <li>• Copies of HSE guidance on safe use of stepladders is made available</li> <li>• Regular checks of step ladder condition</li> </ul>	Secretary  Secretary	Inspect Six monthly	

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<b>Vehicle movement</b>	Pedestrians could suffer serious injury if struck by cars entering/leaving car park	<ul style="list-style-type: none"> <li>Entrance/exit clearly marked</li> <li>For large events, parking controlled by marshals wearing high-visibility vests</li> <li>Car Park well lit</li> </ul>	<ul style="list-style-type: none"> <li>Warning Signs to slow down</li> <li>Advise users of hall, through hire agreement to consider whether they need to control car parking</li> </ul>	Secretary Booking Secretary	When booking	
<b>Hazardous Substances</b>	The cleaner, and others cleaning, risk skin problems from direct contact with cleaning chemicals, vapour may cause breathing problems	<ul style="list-style-type: none"> <li>Mops, Brushes and strong rubber gloves provided</li> <li>Cleaning products to be secured securely</li> </ul>	<ul style="list-style-type: none"> <li>Cleaner reminded to check for dry, red or itchy skin on hands. Seek medical attention and report to management committee</li> </ul>	Secretary	Upon commencement	
<b>Electricity</b>	Users risk electrical shocks or burns from faulty equipment	<ul style="list-style-type: none"> <li>Fixed installations correctly installed by qualified persons</li> <li>All repairs to be carried out by qualified persons</li> <li>Safety plugs in sockets</li> <li>Portable equipment to be checked for damage before use</li> <li>Hall users know they are responsible for any equipment used on site</li> </ul>	<ul style="list-style-type: none"> <li>Ensure Hall users know where the fuse box is and how to switch off the supply</li> <li>Remind users that portable equipment considered unsafe should be marked and taken out of use</li> </ul>	Secretary Booking Secretary	On day	
<b>Stored Equipment</b>	Users could be injured by collapsing stacks	<ul style="list-style-type: none"> <li>Users know that they must stack tables and chairs carefully so they do not collapse</li> </ul>	<ul style="list-style-type: none"> <li>No further action required</li> </ul>			

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<b>Manual Handling</b>	Users may suffer back pain if they try to lift objects that are too heavy or awkward	<ul style="list-style-type: none"> <li>Trolleys available for chairs.</li> <li>Tables to be moved in pairs</li> </ul>	<ul style="list-style-type: none"> <li>No further action required</li> </ul>			
<b>Fire</b>	All users if trapped	<ul style="list-style-type: none"> <li>Fire risk assessment</li> <li>Emergency Evacuation</li> </ul>	<ul style="list-style-type: none"> <li>Ensure actions identified as necessary by the fire risk assessment</li> <li>Ensure all hirers are briefed as to where the fire exits are</li> </ul>	Secretary  Booking Secretary	On day	
<b>Litter</b>	Users of external grounds	<ul style="list-style-type: none"> <li>Waste bins in place and emptied regularly</li> <li>Grounds maintained with regular grass cutting</li> <li>Visual inspections by management committee</li> </ul>	<ul style="list-style-type: none"> <li>Monitor</li> <li>Ensure equipment is available to pick up litter</li> </ul>	Secretary		
<b>Play Area</b>	Users of Equipment	<ul style="list-style-type: none"> <li>Weekly visual checks recorded in diary kept in kitchen</li> <li>Annual ROSPA inspections</li> </ul>	<ul style="list-style-type: none"> <li>Action repairs as necessary</li> <li>Follow all recommended guidelines</li> </ul>	Designated person  Secretary	Weekly  Annual	