

Winchelsea New Hall

Date of risk assessment: 3 July 2017

Hazards?	Who might be harmed and how?	What are we already doing?	Further action?	By whom?	When?	Done
Slips, trips and falls e.g. uneven surface of car park, cleaning floors etc. Fall from stage.	Users of the hall and car park may suffer injuries such as fractures or bruising if they slip on spillages or trip over objects. Performers and others on stage could similarly suffer from falling off edge of stage	<ul style="list-style-type: none"> ■ Car Park use only occasional ■ Car park surface reasonable but uneven and can be slippery. ■ Hole over gully now filled. ■ 2 Parking spaces for visitors with disabilities available next to hall entrance. ■ Notices for the above 2 spaces for disabled are installed at 1.5 m height ■ Good lighting in all rooms of hall. ■ Existing external lighting improved and motion sensor installed. ■ Users know to clear up spillages immediately and know where equipment is kept. ■ Mats at entrances to stop rain water being carried in. ■ No trailing electrical leads/cables. Cable cover for projector bought for use with projector ■ Stage edge delineated with white paint now repainted. ■ Boxed in pipe work forming "step" 	<ul style="list-style-type: none"> ■ Surface to be inspected regularly and repaired as necessary. Car Park needs complete resurfacing in long term. Moss and weeds can be slippery and need regular treatment. 		Every 3 months	
Work at height e.g. changing light bulbs, cleaning windows,	Anyone working at any height could suffer injuries, possibly very serious ones, should they fall.	<ul style="list-style-type: none"> ■ Appropriate stepladder and long reach ladders securely stored and available for use. ■ Hall users know (through hire agreement and notices) that they are responsible for using the stepladder safely. 	<ul style="list-style-type: none"> ■ Periodically ensure ladders roped safely together to prevent their falling ■ Put in place system for checking condition of stepladder. 			

putting up decorations etc.		<ul style="list-style-type: none">■ Hall committee members know how to use the stepladder safely.■ Guide to correct ladder use placed on wall near ladders	<ul style="list-style-type: none">■ Consider implications for work at height of any future improvements to the hall.		As needed	
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Vehicle movement	Pedestrians could suffer serious injury if struck by cars entering/leaving car park or moving in it.	<ul style="list-style-type: none"> ■ Small size and open layout of car park reduce risk of injury to pedestrians ■ Improved lighting to car park 				
			<ul style="list-style-type: none"> ■ Hirers to be advised to use marshals at events involving frequent traffic movements. 			
Hazardous substances E.g. cleaning products	Cleaner and users, skin and breathing problems	<ul style="list-style-type: none"> ■ Mops, brushes provided. ■ Cleaners understand they must bring and use only their own materials. ■ Users use only water and domestic cleaning materials ■ No irritant materials stored on site ■ Storage reviewed and unwanted cleaning 	<ul style="list-style-type: none"> ■ No further action needed 			

Water	<p>Risk of legionella from drinking water from washbasins in the male and female lavatories</p> <p>Scalding from hot water from kitchen taps and from Burco boiler</p>	<ul style="list-style-type: none"> ■ Warning signs installed reading "not drinking water" ■ New Burco Water boiler does not contain warm or tepid water and is not prone to legionella risk ■ Sign warning of hot water from taps put up over sink ■ New Burco boiler sits firmly on work surface with back against wall and is difficult to dislodge when full. ■ Direct fill system for Burco avoids need for unit to be filled with hot water from kettles 	<ul style="list-style-type: none"> ■ Monitor use of new Burco and consult users ■ Kettles should not be left unattended in front of new Burco. 	RH to instal		
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Gas and CO2 leakage	Users especially of kitchen could be injured by gas leakage from boiler in kitchen	<ul style="list-style-type: none"> ■ Boiler is a sealed system vented from outside which will turn off in event of gas build up ■ Carbon monoxide alarm installed ■ Smoke alarm tested regularly 	<ul style="list-style-type: none"> ■ No further action needed 			
Electricity	Users risk electric shocks or burns from faulty equipment or installation.	<ul style="list-style-type: none"> ■ Fixed installation correctly installed by qualified electrician, and inspected regularly. 	<ul style="list-style-type: none"> ■ Continue to ensure hall users know where the fuse box is and how to switch supply off in an emergency. 			

		<ul style="list-style-type: none"> ■ All repairs are by qualified electrician. ■ Safety plugs in sockets. ■ Portable equipment checked for visual signs of damage before use and PAT tested periodically. ■ Hall users know through hire agreement that they are responsible for any equipment used on site. ■ Users advised by notices and on induction to hall how to turn off mains supply in emergency 	<ul style="list-style-type: none"> ■ Remind users that portable equipment considered unsafe should be marked and taken out of use. 			
Stored equipment	Users could be injured by collapsing stacks.	<ul style="list-style-type: none"> ■ Users know that they must stack tables and chairs carefully so that they do not collapse ■ A chair trolley is provided and users are told on induction how to use it ■ Bowls mat trolleys are heavy and hard to move and may cause injury 	<ul style="list-style-type: none"> ■ No further action needed. ■ Bowls club to be consulted on ways of reducing risk of injury 			
Manual handling	Users may suffer back pain if they try to lift objects that are too heavy or awkward.	<ul style="list-style-type: none"> ■ Users are informed by notice that a hop up is provided to assist plates, glasses etc to be moved from high shelves. ■ Notice advises users on safe opening of windows ■ Sash windows should be opened with pole in cloakroom cupboard and closed from outside 	<ul style="list-style-type: none"> ■ No further action needed 			
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Fire	If trapped, users could suffer fatal injuries from smoke inhalation/burns	<ul style="list-style-type: none"> ■ Users advised through hire agreement, on induction to hall and by notices and signs of action to be taken in case of fire, fire routes etc ■ Fire exit signs renewed and front and rear signs wired in co-ordination 	<ul style="list-style-type: none"> ■ Fire risk assessment to be undertaken ■ Escape ramp and other external areas to be kept clear of moss, weeds etc 			