

Hazards?	Who might be harmed and how?	What are we already doing?	Further action?	By whom?	When?	Done
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 	<ul style="list-style-type: none"> ■ Improve 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 bring and use only their own materials. ■ Users use only water and domestic cleaning materials ■ No irritant materials stored on site 	<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"> ■ Put up warning signs "not drinking water" ■ 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"> ■ Instal signs ■ Monitor use of new Burco and consult users 	RH to instal		

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Gas 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 	<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. ■ 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"> ■ 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"> ■ 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 	<ul style="list-style-type: none"> ■ No further action needed. 			
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. ■ Sash windows should be opened with pole in cloakroom cupboard and closed from outside 	<ul style="list-style-type: none"> ■ No further action needed ■ Notice needed to advise users on safe opening of windows 			

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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 	<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 			

This assessment revised on 4 July 2016

Assessment to be reviewed on 1 June 2017