

| What are the hazards   | Who might be harmed and how                    | Action   | What further action is necessary   | Action by who   | Action by when                                   | Completed |
|--|--|--|--|---|--|-----------|
| Slips, trips and falls   | Users of hall and car park may suffer injuries | <p>Parking space for visitors with disabilities available next to hall entrance</p> <p>Good lighting to hall entrance</p> <p>Non slip mat to entrance</p> <p>Corridors to be kept clear</p> <p>No trailing leads or such hazards</p> <p>Users through hire agreement to clear up spillages immediately</p> | <p>Regular inspection with repairs to be carried out if necessary</p> <p>Check hall cleaner knows what materials to use</p>  | Chairman and Booking Secretary  | Inspection before hire and events                |           |
| Work at height<br>Eg: replacing light bulbs, window cleaning, putting up decorations | Anyone working at height could suffer falls    | <p>Appropriate step ladder (max 2 steps) for use by contract hirer.</p> <p>Additional step ladders/ladder locked away for use by appointed persons only</p>  | <p>Provide written guidance on use of step ladder. Cleaner instructed on use of step ladder</p> <p>Appointed persons to use only. Any use to have two persons.</p> <p>Consider implications for working at height for any future alterations to hall</p> | <p>Chairman And Booking Secretary</p> <p>As above</p> <p>As above</p> | Inspect three monthly and keep inspection record |           |

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| Hazardous substances<br>Eg: cleaning products | The cleaner and hire users risk skin problems            | Mops, brushes and strong rubber gloves provided.<br><br>Cleaning products clearly marked<br>Cleaner trained to use products safely<br><br>Cleaning products stored securely   | Check cleaner knows what materials to use and follow products instructions at all times<br><br>Remind cleaner to check hands for itchy red skin, if finding any revert to doctors for advice and report the incident to the Chairman   | Chairman                 | 14.03.2020     |           |
| Electricity                                   | User risk, electric shock or burns from faulty equipment | All installations correctly installed by qualified electrician and inspected regularly. <b>Inspections to be recorded</b><br>All repairs by qualified electrician<br>Safety plug in all sockets<br>Portable equipment checked for visual signs of damage before use.<br>Hall hires know that they are responsible for any equipment used on site. | Ensure hall users know where the fuse box is and how to switch off in an emergency. To be added to the hire agreement.<br><br>Remind users that portable equipment considered unsafe should be marked and taken out of use immediately | Chairman<br><br>As above |                |           |

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|----------------------|--|---|--|-------------------|----------------|-----------|
| Calor Gas boiler     | Hall users from gas leak or explosion        | Installation to be serviced and safety checked annually by approved Calor Gas engineer          | Service and safety contract to be in place | Chairman          |                |           |
| Stored equipment     | User risk, sprains, bone breakage, back pain | Heavy items to be moved by 2 persons. Stacking of tables to be undertaken by experienced person | No further action                          | Booking secretary |                |           |