



# General Risk Assessment

Step 1 Identify significant hazards	Step 2 Identify who might be harmed and how		Step 3 Identify precautionary measures already in place	Step 4 Identify if Further action necessary
List of significant hazards (something with the potential to cause harm)	Who might be harmed?	Type of harm	Existing controls (Actions already taken to control the risk)	Future controls (Further actions necessary to control the risk)
<b>Slips and trips</b> when using indoor Hall facilities. e.g. uneven surfaces, floor cleaning, etc.	Parish council members Employee's Members of the public Visitors	Slips, trips, Sprains, fractures, Cuts, collisions	<ul style="list-style-type: none"> <li>• Good lighting in all rooms, corridors and hall.</li> <li>• Users aware of the need (through hire agreement) to clear up spillages immediately and aware of where the equipment for this (mops etc.) is kept.</li> <li>• Mats placed at entrances to prevent rainwater being carried in.</li> <li>• No storage permitted in corridors.</li> <li>• No trailing electrical leads.</li> </ul>	<ul style="list-style-type: none"> <li>• Surface to be inspected regularly and repaired as necessary.</li> <li>• Check that hall cleaner knows which products to use on which type of floor.</li> </ul>
<b>Working at height</b> e.g. changing light bulbs putting up decorations etc.	Parish Council members Employee's Volunteers	Sprains, broken limbs, or the potential for a fatality resulting in a fall from a height	<ul style="list-style-type: none"> <li>• Appropriate, commercial stepladder/ladders securely stored and available for use.</li> <li>• Stepladder/ladder only to be used by competent and authorised personnel.</li> <li>• Contractors to be used for tasks which require specialist equipment/skills</li> </ul>	<ul style="list-style-type: none"> <li>• Print copies of HSE guidance on safe use of stepladders and make available to those who use stepladder.</li> <li>• Put in place system for checking condition of stepladder.</li> </ul>
<b>Vehicle movement</b> e.g. car park	Parish Council members Employee's Volunteers Visitors	Serious injury such as broken limbs, crushing or even fatality if struck by a moving vehicle, particularly when reversing.	<ul style="list-style-type: none"> <li>• Car park well lit.</li> <li>• Users aware (through hire agreement) regarding access.</li> <li>• Parking spaces for visitors with disabilities available close to entrance.</li> </ul>	<ul style="list-style-type: none"> <li>• Surface to be inspected regularly and repaired as necessary.</li> </ul>

	Members of the public	Injury from falls from the vehicle	<ul style="list-style-type: none"> <li>• Car park surface to be regularly maintained and check for damage, potholes and debris etc.</li> </ul>	
<b>Hazardous substances</b> i.e. cleaning products	Employee's Others who may use a cleaning product to clear up a spillage Visitors who may accidentally come into contact with substances	Skin problems i.e. dermatitis, eye damage from direct contact with substances, breathing problems from vapours. Accidental ingestion.	<ul style="list-style-type: none"> <li>• Mops, brushes and rubber gloves (Personal Protective Equipment) provided.</li> <li>• Cleaning products classified as 'irritant' or above (i.e. corrosive etc) replaced, where possible, with a milder product.</li> <li>• Employee's instructed on the safe use of products i.e. follow users instructions, dilute properly, use in well ventilated areas and never transfer to unmarked containers.</li> <li>• Cleaning products stored appropriately and securely.</li> </ul>	Existing procedures adequate.
<b>Electricity</b>	Parish Council members Employee's Hall users Visitors Contractors	Users risk electric shock or burns from faulty equipment or installation.	<ul style="list-style-type: none"> <li>• Fixed installations correctly installed, maintained and repaired by qualified electrician.</li> <li>• Safety plugs provided in sockets when not in use.</li> <li>• New portable appliances (kettles, strimmer's, drills etc.) all carry the CE mark and are entered into an electrical items log book.</li> <li>• Portable equipment visually checked by users before use.</li> <li>• All Parish Council owned portable appliances (kettles, vacuum cleaners etc) tested annually.</li> <li>• Hall users know (via their hire agreement) that they are responsible for any equipment used on site.</li> </ul>	<ul style="list-style-type: none"> <li>• Users to be told where mains isolation switch is located.</li> </ul>
<b>Stored equipment</b> i.e. trestle tables, chairs, etc	Parish Council members Employee's Volunteers Hall users	Users could be injured by collapsing stacks.	<ul style="list-style-type: none"> <li>• Nesting chairs stacked no more than *8 high.</li> <li>• Nesting tables stacked no more than* 6 high.</li> </ul>	<ul style="list-style-type: none"> <li>• Signage clearly displayed to remind users of the safe stacking limits.</li> </ul>

<p><b>Manual handling.</b> i.e. Movement of trestle tables, chairs, etc</p>	<p>Parish Council members Employee's Volunteers Hall users</p>	<p>Users may suffer strains, back pain etc. if they attempt to lift and carry equipment that is too heavy or awkward to handle.</p>	<ul style="list-style-type: none"> <li>• Trolleys are available for use to move heavy equipment and all users are informed where they are kept and have access to them.</li> </ul>	<ul style="list-style-type: none"> <li>• Signage displaying correct lifting techniques clearly displayed.</li> </ul>
<p><b>Asbestos.</b> May be present in older buildings in pipe lagging, boiler insulation, fire resistance etc</p>	<p>Parish Council members Employee's Hall users Visitors Contractors</p>	<p>Inhalation of fibres due to disturbance of asbestos.</p>	<p>No risk controls at present</p>	<ul style="list-style-type: none"> <li>• Asbestos survey to be conducted.</li> </ul>
<p><b>Fire</b></p>	<p>Parish Council members Employee's Hall users Volunteers Contractors</p>	<p>Fatality, serious burns, smoke/toxic fumes inhalation.</p>	<ul style="list-style-type: none"> <li>• Fire risk assessment in place.</li> <li>• Regular and recorded checks of means of escape routes.</li> <li>• Safe condition (green with white pictograms) signage promulgated showing escape routes.</li> <li>• Action on discovering a fire. Notices clearly displayed in the premises and included in the hire agreement and explained during new user induction.</li> <li>• Appropriate fire extinguishers/hose reels in situ and checked regularly and serviced annually.</li> <li>• Users are informed that they are responsible for the evacuation arrangements for any of their users with special needs.</li> </ul>	<p>Existing procedures adequate.</p>

The Parish Council's General Risk Assessment was re-adopted at a Council meeting held on 11.04.24/12.

The Parish Council's General Risk Assessment was adopted at a Council meeting held on 24<sup>th</sup> February 2023.