

THE SARGEANT MEMORIAL HALL

RISK ASSESSMENTS

What are the hazards?	Who might be harmed and how?	Impact	Probability	What are we already doing?	What further action is necessary?	By whom? When?	Comments
Slips, trips and falls caused by uneven surfaces or slippery floors	Users of the Hall, contractors, passers by in car park. Potential injuries include fractures and bruising	M	M	Disabled access to hall and to disabled toilet on the level. Area immediately outside fire exit paved. Improved lighting from car park to hall door on during hours of darkness.	Users to be reminded to clear up spillages immediately. Consider need for lighting outside fire exit.	TD upon reopening TD Aug 2020	
Working at height	Contractors, users of the Hall installing decorations, by falling off ladders and other means of access	H	L	Contractors instructed to follow safe working practices and provide Risk Assessments and Method Statements.			
Poor storage of tables and chairs	Users of Hall who are setting up or dismantling an event might suffer strains and crush injuries.	M	M	Tables stored on trolley with strapping to secure tables. Trolley provided for chairs. Advice provided in hirers information sheet.			
Hazardous substances e.g. cleaning products and paints	Hall users, especially young people, may suffer skin irritation or poisoning	M/L	L	Cleaning products stored in dedicated locked cupboard. Spare paints (for decorating Hall) stored in loft with access tool locked in cleaner's cupboard.	Cleaning contractor to provide formal Risk Assessments and Method Statements.	TD Aug 2020	
Electricity	All users of the Hall risk shocks and burns if equipment or installation were faulty	H	L	Fixed wiring periodically inspected, tested and certificated (most recently in 2019). Portable equipment tested annually with monthly visual checks. Users made aware they are responsible for their equipment on site and advised of need to check it New distribution boards are high up and have hazard stickers attached.	None Repeat electrical testing when due. Maintain annual PAT tests and monthly visual checks.	2024 Ongoing	

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CO poisoning Emissions from faulty gas appliances	Uses of the Hall , contractors, volunteers.	H	L	Gas appliances are serviced annually and inspection certificate displayed. CO monitor has been installed next to main boiler (which is the only gas appliance)	Repeat gas testing every 12 months	Feb 2021	
Fire	All users of the Hall who might be trapped and suffer burns and smoke inhalation	H	L	Fire risk assessment done in 2019. Manual fire alarm fitted. Smoke detector in kitchen renewed in 2020. Fire extinguishers in place and serviced annually. Emergency lighting tested periodically.	Fire action plan to be circulated to all users. Maintain fire extinguisher and emergency lighting testing routines. Keep clear area in front of fire escape gate to be protected by plastic bollard	TD Aug 2020 TD/RH Aug 2020	Complete
Vehicles in the Car Park	Pedestrians in the car park could suffer serious injury if struck by cars entering/leaving car park or moving in it	M	L	Car park lit. Narrow entrance approach means cars do not approach fast.	During large events, consider whether parking marshals wearing high visibility vests should be used / advise hirers to consider this.	TD in discussion with hirers when appropriate	
Asbestos	Asbestos only poses a risk if fibres are released into air and inhaled	L	L	No asbestos in building apart from roof.	Consider commissioning an Asbestos report	TD Sep 2020	
Scalds/Burns	Users of kitchen if they touch hot appliances or from hot water	M	M	Play Group will use disabled toilet where there is a mixer tap and no separate hot tap. Temperature at hot taps is 60°C not hot enough to scald.			
Health risks from food stored in refrigerator.	Users of kitchen	M	L	Fridges checked regularly and food removed			
Lone working	Volunteers	M	L	Volunteers working in hall will always ensure someone knows their whereabouts and expected arrival home. Always carry a mobile phone			