

# Risk assessment

[All employers must conduct a risk assessment. Employers with five or more employees have to record the significant findings of their risk assessment.]

Organisation name: Chichester Hall Management Committee

Completed by: Tim Beard Feb 2023 (updated Nov 23 post renovation)

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
<b>Slips, trips and falls</b> e.g. uneven surface of car park, cleaning floors etc.	Users of the hall and car park may suffer injuries such as fractures or bruising if they slip, e.g. on spillages or trip over objects.	<ul style="list-style-type: none"> <li>Car park surface maintained to be as even as possible.</li> <li>External lighting to car park</li> <li>Parking spaces for visitors with disabilities available next to hall entrance (and clearly marked).</li> <li>Good lighting in all rooms and corridors in hall.</li> <li>Mats provided at entrances to stop rain water being carried in</li> <li>No storage in corridors.</li> <li>No trailing electrical leads/cables.</li> <li>Steps have handrails fitted</li> </ul>	<ul style="list-style-type: none"> <li>Need schedule of maintenance on slippery paving stones around the hall</li> <li>Need gutters maintained</li> <li>Consider handrail on slope to changing room entry</li> </ul>	TB TK GP		
<b>Work at height</b> e.g. changing light bulbs, cleaning windows, putting up decorations etc.	Anyone working at any height could suffer injuries, possibly very serious ones, should they fall	<ul style="list-style-type: none"> <li>Appropriate, commercial stepladder securely stored and available for use.</li> <li>HSE guidance on safe use of stepladders printed and positioned adjacent to stepladder, available to all those who may use the equipment.</li> </ul>	<ul style="list-style-type: none"> <li>Need to understand controls in place with theatre group for work on stage and in roof space – consider permit to work for roof access beyond TK and GP</li> <li>A minimum of two people are needed for use of the high level ladder and for access to all roof spaces. In special circumstances solo access to roof spaces is allowed to TK/TB/GP</li> </ul>	TB		
<b>Vehicle movement</b>	Pedestrians could suffer serious injury if struck by cars entering/leaving car park or moving in it	<ul style="list-style-type: none"> <li>Entrance/exit to car park is common and is obvious to users.</li> <li>For large events, portable sign available for use telling other users to park elsewhere.</li> <li>Skip/recycling collection takes place at times when hall not in use.</li> </ul>	<ul style="list-style-type: none"> <li>None</li> </ul>			
<b>Hazardous substances</b> e.g. cleaning products	The cleaner, and others cleaning, risk skin problems, e.g. dermatitis and eye damage, from direct contact with cleaning chemicals. Vapour may cause breathing problems	<ul style="list-style-type: none"> <li>Mops, brushes and strong rubber gloves provided for cleaner (employee)</li> <li>Cleaning products selected by cleaner, who is responsible for safe usage and storage.</li> <li>COSHH data sheets for cleaning products in use available in cleaners cupboard or for any additional 3<sup>rd</sup> party cleaners</li> </ul>	<ul style="list-style-type: none"> <li>Need to have copies of COSHH for any professional cleaners we use</li> </ul>	TB		

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<b>Electricity</b>	Users risk electric shocks or burns from faulty equipment or installation	<ul style="list-style-type: none"> <li>Periodic inspection of fixed installation undertaken in 2020</li> <li>PAT testing register in place</li> <li>Portable equipment owned by the hall tested in May 2022</li> <li>All modifications and repairs undertaken by qualified electrician.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	TK		
<b>Stored equipment</b>	Users could be injured by collapsing stacks	<ul style="list-style-type: none"> <li>Equipment stored in a dedicated store area, which is inspected regularly.</li> </ul>	<ul style="list-style-type: none"> <li><i>None</i></li> </ul>			
<b>Manual handling</b>	Users may suffer back pain if they try to lift objects that are too heavy or awkward	<ul style="list-style-type: none"> <li>Trolleys available to move heavy equipment (tables and chairs) and users know where they are kept</li> </ul>	<ul style="list-style-type: none"> <li><i>None</i></li> </ul>			
<b>Asbestos</b>	Staff, and others, carrying out normal activities at very low risk. Asbestos only poses a risk if fibres are released into air and inhaled. Maintenance workers are most at risk	<ul style="list-style-type: none"> <li>Asbestos survey commissioned and multiple locations identified (all classified as low risk following remedial works)</li> <li>Boiler room door (in secured enclosure) has been encapsulated with ET-150 latex encapsulant and approved warning labels have been applied.</li> <li>Rear wall of Hall has updated encapsulation</li> <li>Safety rules (included in the terms and conditions of the licence agreement for hirers) highlight that electrical equipment casings are not to be opened by unauthorised personnel.</li> </ul>	<ul style="list-style-type: none"> <li><i>Routinely monitor the state of the Hall wall as part of monthly inspections noting any damage</i></li> </ul>			
<b>Fire</b>	If trapped, staff could suffer fatal injuries from smoke inhalation/burns	<ul style="list-style-type: none"> <li>Addressed in separate fire safety risk assessment</li> </ul>	<ul style="list-style-type: none"> <li><i>None</i></li> </ul>			
<b>Gas</b>	Users risk fires, explosions and carbon monoxide poisoning from faulty equipment or installation	<ul style="list-style-type: none"> <li>Fixed installation correctly installed by qualified technician, and inspected regularly.</li> <li>All repairs by qualified technician.</li> </ul>	<ul style="list-style-type: none"> <li><i>Cooker serviced regularly</i></li> </ul>			
<b>Load bearing structures</b>	Guests / Hall users	<ul style="list-style-type: none"> <li>Roof structures from theatre group to be tested routinely</li> </ul>	<ul style="list-style-type: none"> <li><i>Need evidence of up to date testing before next use</i></li> </ul>	TB		
<b>Water Quality poor or dangerous</b>	Guests / Hall users	<ul style="list-style-type: none"> <li>Low frequency of use increases risk – need regular testing schedule of water quality</li> <li>Legionella test annually March 2022</li> </ul>	<ul style="list-style-type: none"> <li><i>None</i></li> </ul>	TB		
<b>Covid 19</b>	Guests / Hall users	<ul style="list-style-type: none"> <li>Refer separate documentation</li> </ul>	<ul style="list-style-type: none"> <li><i>Refer separate documentation</i></li> </ul>			

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<b>Solo working</b>	Committee / contractors access loft or use ladders alone	<ul style="list-style-type: none"> <li>Minimise solo access for working to TK / TB / GP – require any solo work to be opened and closed by phone with committee member</li> </ul>	<ul style="list-style-type: none"> <li><i>None</i></li> </ul>	TB / TK / GP		