

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

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
Slips, trips and falls 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"> Car park surface maintained to be as even as possible. External lighting to car park Parking spaces for visitors with disabilities available next to hall entrance (and clearly marked). Good lighting in all rooms and corridors in hall. Mats provided at entrances to stop rain water being carried in No storage in corridors. No trailing electrical leads/cables. Steps have handrails fitted 	<ul style="list-style-type: none"> None 			
Work at height 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"> Appropriate, commercial stepladder securely stored and available for use. HSE guidance on safe use of stepladders printed and positioned adjacent to stepladder, available to all those who may use the equipment. 	<ul style="list-style-type: none"> None 			
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"> Entrance/exit to car park is common and is obvious to users. For large events, portable sign available for use telling other users to park elsewhere. Skip/recycling collection takes place at times when hall not in use. 	<ul style="list-style-type: none"> None 			
Hazardous substances 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"> Mops, brushes and strong rubber gloves provided for cleaner (employee) Cleaning products selected by cleaner, who is responsible for safe usage and storage. 	<ul style="list-style-type: none"> None 			
Electricity	Users risk electric shocks or burns from faulty equipment or installation	<ul style="list-style-type: none"> Periodic inspection of fixed installation undertaken in July 2014. Portable equipment owned by the hall tested in 	<ul style="list-style-type: none"> None 			

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
		<p>May 2015.</p> <ul style="list-style-type: none"> All modifications and repairs undertaken by qualified electrician. 				
Stored equipment	Users could be injured by collapsing stacks	<ul style="list-style-type: none"> Equipment stored in a dedicated store area, which is inspected regularly. 	<ul style="list-style-type: none"> <i>None</i> 			
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"> Trolleys available to move heavy equipment (tables and chairs) and users know where they are kept 	<ul style="list-style-type: none"> <i>None</i> 			
Asbestos	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"> Asbestos survey commissioned and four locations identified (all classified as low risk) Boiler room door (in secured enclosure) has been encapsulated with ET-150 latex encapsulant and approved warning labels have been applied. 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. 	<ul style="list-style-type: none"> <i>None</i> 			
Fire	If trapped, staff could suffer fatal injuries from smoke inhalation/burns	<ul style="list-style-type: none"> Addressed in separate fire safety risk assessment 	<ul style="list-style-type: none"> <i>None</i> 			
Gas	Users risk fires, explosions and carbon monoxide poisoning from faulty equipment or installation	<ul style="list-style-type: none"> Fixed installation correctly installed by qualified technician, and inspected regularly. All repairs by qualified technician. 	<ul style="list-style-type: none"> <i>None</i> 			