

DUFFUS VILLAGE HALL RISK ASSESSMENT

JULY2019

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Actioned by who?	Actioned by when?	Done?
<p>SLIPS, TRIPS AND FALLS Uneven surface in carpark,the paving surrounding the hall including the disabled access to the rear of the hall, Wet or slippy hall floor. Objects in hall and electrical leads</p>	<p>Users of the hall and carpark may suffer fractures, strains or bruising</p>	<p>Car park surface to be maintained as even as possible. Outside surfaces to be washed to prevent build up of slippery material ,adequate drainage at doors. Good lighting exterior and interior. Signage waring of potential hazards to be displayed. No storage in corridors. No trailing electrical leads. Users know through hire agreement to clean up any spillages immediately.</p>	<p>Surface to be inspected regularly and repaired as necessary. Drain to be installed</p>	<p>Committee/caretaker Caretaker Committee</p>	<p>Monthly 3 months 3months</p>	<p>On Going On Going -----</p>
<p>VEHICLE MOVEMENT</p>	<p>Pedestrians crossing the carpark, serious injury if struck by car</p>	<p>Speed limit 5mph Marshalls in high viz vest controlling parking.</p>	<p>Safe pedestrian access clearly marked routes</p>	<p>Committee</p>	<p>Part of future carpark redevelopment</p>	<p>On Going</p>
<p>INJURY TO MINORS</p>	<p>Children burnt or scalded in the kitchen or liable to injury falling off the storage box in main hall</p>	<p>Warning signs in the kitchen and on the box.</p>	<p>Erect signs</p>	<p>Committee</p>	<p>Immediate</p>	
<p>STORED EQUIPMENT &</p>	<p>Users of the hall may be injured by heavy</p>	<p>Chairs not to be stacked more than 8 high. The chair</p>	<p>Signage</p>	<p>Committee</p>	<p>Immediate</p>	

MANUAL HANDLING	lifting or moving chairs ,user may suffer back pain	Provided Trolley to be used. Trolley to be stored in the Main cupboard. Separating chair stack to be a two person task with one person at each side.				
HOT LIQUIDS	Hall users may be scalded or burnt	All hot liquids to be served from the kitchen serving hatch.	Signage in the kitchen	Committee	Immediate	