

Hazard	Hazard effect	Risk action	Risk factor	Minimise risk by	Further action	Action by whom?
Slips, trips, falls	Users of the hall may incur bruising, cuts, fractures	<ul style="list-style-type: none"> Spillages to be cleaned up immediately. Heating to ensure floor is dry. Floor to main hall not highly polished. Mats are suitable placed to stop rain water being carried into hall No storage in corridors 	Low	Inform all users When appropriate cleaner to ensure all areas are free from hazards	To resurface toilet and kitchen area	V H Committee
Working at height	Anyone working at hall may suffer bruising, dislocation, fracture	<ul style="list-style-type: none"> Two people to use ladder at any one time 	Low	Two people will always be present when ladder in use	Monitor use re; need for possible training	VH Committee
Stored equipment	Users could be injured by falling stacks	<ul style="list-style-type: none"> Users know that they must stack tables and chairs carefully Chairs stacked only ten high Details included in hiring agreement 	Low	Details included in hiring agreement issued to every hirer	Monitored	V H Committee
Manual handling	Back injury by lifting heavy objects	<ul style="list-style-type: none"> Trolleys available for moving heavy equipment All tables to be lifted by two people 	Medium	Inform Hirers	Tables under review	V H Committee
Hazardous substances	Skin infections Breathing problems	<ul style="list-style-type: none"> Cleaning equipment stored in locked cupboards Mops, buckets provided Cleaning 	Low	Informing all users	Future plan to modify cleaning equipment cupboard – make equipment and materials more easily accessible	VH Committee

		<p>equipment labelled with instructions for use</p> <ul style="list-style-type: none"> • First Aid box available 		Update of equipment	Monitor quarterly	FM
Electricity	Shocks, burns	<ul style="list-style-type: none"> • Regular inspection of appliances • Safety plugs in sockets • Uses know they are responsible for equipment on site • All heaters to be controlled by stick located 	Low	Electrical appliance check	Annual inspection	JP
Fire	Fatal injuries from smoke inhalation, burns	<ul style="list-style-type: none"> • Annual inspection by Fire Officer • Fire risk assessment done 	Low	Information to all hirers	Fire check list monitored and Fire Risk Assessment completed	JP
Outside area	Bruising, cuts, fractures	<ul style="list-style-type: none"> • Weeds controlled regularly • Disabled persons easy access • Area lit by external lighting at night 	Medium	Inform hirers	To resurface outside area	VH Committee
Vehicle movement	Bruising, cuts, fractures	<ul style="list-style-type: none"> • Entrance to village Hall clearly marked • Area lit by external lighting at night • Skip/recycling takes place away from hall 	Low	Inform hirers	<p>Regular lighting check</p> <p>Possibility of future footpath boundary</p>	<p>JP</p> <p>VH Committee</p>
Waste disposal	Bruising, cuts, fracture	<ul style="list-style-type: none"> • Bin lid secured upright by catch • Waste taken for collection by cleaner 	Low	Inform hirers	<p>Cleaner to report</p> <p>Monitor and review</p>	<p>Cleaner SR</p> <p>VH Committee</p>