

## Risk assessment template

Company name: Rackheath Parish Council

Assessment carried out by: Anne Tandy

Date of next review: February 2023

Date assessment was carried out: 24 February 2022

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<b>Slips, trips and falls</b>	Users of the hall and car park may suffer injuries such as fractures or bruising if they slip, eg 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>• Parking spaces for visitors with disabilities available next to hall entrance.</li> <li>• Good lighting in car park and all rooms and corridors in hall.</li> <li>• Users know (through hire agreement) to</li> </ul>	<ul style="list-style-type: none"> <li>• Surface to be inspected regularly and repaired, as necessary.</li> </ul>	Clerk/Booking Assistant	Inspect 3 monthly	

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		clear up spillages immediately and know where equipment for this is kept. <ul style="list-style-type: none"> <li>• Mats at entrances to stop rain water being carried in.</li> <li>• No storage in corridors.</li> <li>• No trailing electrical leads/cables.</li> </ul>				
<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 clearly marked.</li> <li>• For large events, parking controlled by marshals wearing hi-vis vests.</li> <li>• Car park well lit.</li> </ul>	Advise users of hall, through hire agreement, to consider whether they need to control car parking.	Clerk/Booking Assistant		Yes

<p><b>Hazardous substances</b></p>	<p>Hall users risk skin problems, eg. Dermatitis and eye damage, from direct contact with cleaning chemicals and hand sanitiser. Vapour may cause breathing problems.</p>	<p>Products for public use are labelled appropriately and users advised to follow instructions on the label.</p> <p>See CoSHH Register.</p>	<p>Users to check for skin irritation and go to the doctors for advice. Inform the Clerk/Booking Assistant.</p>	<p>Clerk/Booking Assistant</p>	<p>Ongoing</p>	
<p><b>Electricity</b></p>	<p>Users risk electric shock or burns from faulty equipment or installation</p>	<ul style="list-style-type: none"> <li>• Fixed installations correctly installed by qualified electrician and inspected regularly.</li> <li>• All repairs by qualified electrician</li> <li>• Portable equipment checked for signs of damage before use and PAT tested when required.</li> </ul>	<p>All electrical equipment brought onto the premises should hold an up-to-date PAT certificate.</p> <p>Portable equipment considered unsafe will be marked and taken out of use.</p>	<p>Clerk</p>	<p>Ongoing</p>	

		<ul style="list-style-type: none"> <li>• Hall users know they are responsible for any equipment used on site.</li> </ul>				
<b>Stored equipment</b>	Users could be injured moving table and chair trolleys	<ul style="list-style-type: none"> <li>• Signage reminding users that they must stack tables and chairs carefully so they do not collapse or fall off.</li> <li>• Users to ensure, when moving trolleys, that no one is in their path.</li> </ul>	Signage to be displayed next to the trolleys	Clerk/Booking Assistant		Yes
<b>Manual Handling</b>	Users may suffer back pain if they try to lift objects that are too heavy or awkward	Signage to advise users when moving chair/table trolleys and when lifting tables off the trolley to be undertaken by a minimum of 2 people.	Signage to be displayed next to the trolleys			Yes

<b>Fire</b>	If trapped, staff could suffer fatal injuries from smoke inhalation/burns	Fire risk assessment done, and necessary action taken. Fire procedures issued to every hirer.	Ensure all actions have been identified and completed.  See Fire Safety Policy	Clerk	Ongoing	
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