

**Toddington Village Hall**

Stow Road

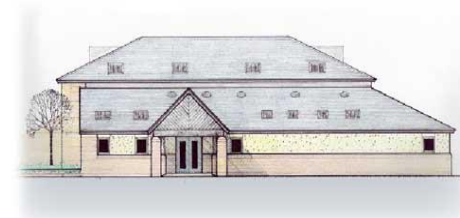
Toddington

Gloucestershire

GL54 5DU

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**RISK ASSESSMENT AUGUST 2019**

What are the Risks	Who might be harmed	Already Doing What?	Further Action	By ?	When	Com
<b><u>FIRE</u></b> Sources of Ignition	Users and Committee members caught in fire.	<ul style="list-style-type: none"> <li>• No smoking allowed</li> <li>• Candles only in secure holders at special events.</li> <li>• Hob controls to stop overheating on cooker</li> <li>• Electrical Equipment correctly installed and new.</li> <li>• Underfloor heating, no portable heaters.</li> </ul>	<ul style="list-style-type: none"> <li>• Vigilance with new users.</li> </ul>	H Sec		
<b><u>FIRE</u></b> Sources of Fuel	Users and Committee members caught in fire.	<ul style="list-style-type: none"> <li>• No flammable cleaning materials</li> <li>• Paints locked in store and only used by experienced people.</li> <li>• Curtains fireproofed.</li> <li>• Users must take away litter and waste.</li> </ul>	<ul style="list-style-type: none"> <li>• Vigilance with new users</li> </ul>	H Sec		
<b><u>FIRE</u></b> Sources of Oxygen	Users and Committee members caught in fire.	<ul style="list-style-type: none"> <li>• No oxidising materials in use.</li> <li>• No gas bottles stored.</li> <li>• No fireworks stored.</li> </ul>	<ul style="list-style-type: none"> <li>• No further Action Required</li> </ul>			
<b><u>FIRE</u></b> Alarms and Evacuation	Users and Committee members caught in fire	<ul style="list-style-type: none"> <li>• Alarm system serviced under contract</li> <li>• Regular checks on alarm.</li> <li>• Regular checks on emergency exit signage.</li> <li>• Building design provides multiple means of escape.</li> </ul>	<ul style="list-style-type: none"> <li>• No further Action Required</li> </ul>			

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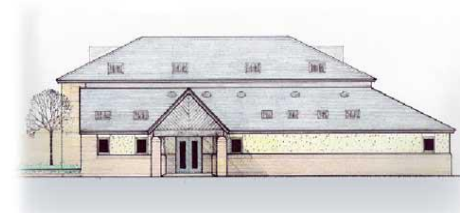
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Slips Trips and Falls	User of hall, car park and grounds. Could result in fractures, bruising or grazes.	<ul style="list-style-type: none"> <li>• Car park examined regularly</li> <li>• Disabled parking next to entrance</li> <li>• Hall floor kept clean and free from obstacles</li> <li>• Mats at entrances maintained</li> <li>• Entrances kept clear</li> <li>• Good lighting at entrance and through building.</li> <li>• No trailing leads</li> <li>• Users know (through hire agreement) to clear up</li> </ul>	<ul style="list-style-type: none"> <li>• Entrance hammerhead to be tarmaced to allow wheelchair users better access and to provide safer walking.</li> </ul>	Chmn	25/8/10	
Work at Height	Falls from steps or ladders. Could be serious injury.	<ul style="list-style-type: none"> <li>• Commercial stepladder securely stored and available for use.</li> <li>• Hall committee members and cleaner know how to use stepladder safely.</li> <li>• Users should not use stepladder if not able to use safely.</li> </ul>	<ul style="list-style-type: none"> <li>• Revise Hire agreement to warn and advise users.</li> <li>• Print copies of HSE Guidance on safe use of stepladders.</li> </ul>	Ch	Sept/10	
Vehicle Movement	Pedestrians could suffer serious injury if struck by a car, entering , leaving or moving in the car park	<ul style="list-style-type: none"> <li>• Entrance to car park clearly marked.</li> <li>• Plenty of space for movement.</li> <li>• Parking areas clearly evident.</li> </ul>	<ul style="list-style-type: none"> <li>• Reflectors to be set to mark entrance at night</li> </ul>	Ch	Oct/10	
Hazardous Substances	Cleaner and others risk skin problems and other problems from contact with chemicals	<ul style="list-style-type: none"> <li>• Mops and brushes provided.</li> <li>• Cleaning products chosen for use.</li> <li>• Cleaner shown how to use floor cleaning products</li> </ul>	<ul style="list-style-type: none"> <li>• Get rubber gloves for use by cleaner and others.</li> <li>• Need to improve storage security for cleaning products</li> </ul>	Ch	Sept/10	

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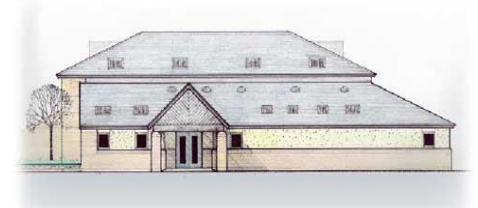
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Electricity	Users could get electric shocks or burns from faulty equipment or installation.	<ul style="list-style-type: none"> <li>• Fixed installation correctly installed.</li> <li>• All repairs by qualified electrician</li> <li>• Safety plugs in sockets in meeting room</li> <li>• Users advised of responsibility for any equipment they bring in.</li> <li>• Portable equipment checked regularly for signs of damage.</li> </ul>	<ul style="list-style-type: none"> <li>• More safety plugs for hall plug points.</li> <li>• Users to have access to fuse box and mains switch.</li> <li>• Ensure that all electrical equipment is safe and properly maintained (PAT tested).</li> </ul>	Ch	Sept/10	
Stored Equipment	Users could be injured by chair stacks collapsing	<ul style="list-style-type: none"> <li>• Users know where tables and chairs are stored. Examples shown.</li> <li>• Diagram provide for storage location</li> <li>• Users advised of height of stacks</li> </ul>	<ul style="list-style-type: none"> <li>• Bowls Club buying new storage unit for mats.</li> <li>• Need notice for stack height.</li> </ul>	Ch	Sept/10	
Manual Handling Risks	Users risk from back injury if attempting to lift heavy or awkward objects.	<ul style="list-style-type: none"> <li>• Trolley available for chair stacks.</li> <li>• Users aware of table mechanism.</li> <li>• Stage erection done by trained committee members</li> </ul>	<ul style="list-style-type: none"> <li>• No Further action required</li> </ul>			
Risks during Ground Maintenance	Volunteers risk injury from tools and equipment. Contractors risk same	<ul style="list-style-type: none"> <li>• Only experienced volunteers carry out tasks.</li> <li>• Only experienced contractors used</li> </ul>	<ul style="list-style-type: none"> <li>• No further action required</li> </ul>			