

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 and trips Eg uneven surfaces of car park, cleaning floors etc.	Users of the hall and car park may suffer injuries such as fractures or bruising if they trip or slip.	The car park surface is maintained to be as even as possible. Parking spaces for visitors with disabilities are available next to the hall entrances. There is adequate lighting in all rooms and corridors in hall. Users know (through hire agreement) to clear up spillages immediately and know where equipment for this is kept. Mats are placed at entrances to stop rain water being carried in. No trailing electrical leads/cables are to be used without safety covers.	Surfaces to be inspected regularly and repaired as necessary  Lighting in car park to be improved by fitting additional PIR lights.  Lighting over the side entrance used by the school needs to be improved.	Property Committee  Property Committee  Property Committee		
Work at height Eg changing light bulbs, cleaning windows, putting up decorations etc.	Anyone working at any height could suffer injuries, possibly very serious ones, should they fall	Appropriate, commercial stepladder securely stored and available for use. Hall users know (through hire agreement) that they are responsible for using the stepladder safely. Guidance is displayed on the safe use of stepladders. Hall committee members and cleaner know how to use the stepladder safely.	No further action is needed.			

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Vehicle movement	Pedestrians could suffer serious injury if struck by a moving car.	Entrance to car park is wide and parking places clearly marked. For large events, parking will be controlled by marshals wearing high-visibility vests.	Advise users of hall on the need to control car parking for larger events.  Car park lighting to be improved by fitting additional PIR lights.	Property Committee  Property Committee		
Hazardous substances Eg cleaning products	The cleaner, and others cleaning, risk skin problems such as dermatitis or eye damage, from direct contact with cleaning chemicals. Vapour may cause breathing problems.	Mops, brushes and strong rubber gloves are provided. Cleaning products stored securely	Cleaner to be reminded to check for dry, red or itchy skin on her hands and, if finding any, to go to the doctor for advice and to tell the secretary to the management committee. Cleaning products marked 'irritant' to be replaced with milder alternatives. Cleaner to be trained to use products safely by following the instructions on the label, diluting properly and never transferring to an unmarked container	Chairman to speak to cleaners		
Electricity	Users risk electric shocks or burns from faulty equipment or installation	Fixed installation correctly installed by qualified electrician, and inspected regularly. All repairs by qualified electrician. Safety plugs in sockets. Portable equipment checked for	Make sure hall users know where the fuse box is and how to switch supply off in an emergency. Padlocks to be fitted with breakable links	Property Committee  Property Committee		

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		visual signs of damage before use. Hall users know they are responsible for any equipment used on site	Remind users that portable equipment considered unsafe should be marked and taken out of use	Property Committee		
Stored equipment	Users could be injured by collapsing stacks	Users know that they must stack tables and chairs carefully so that they do not collapse. Reminder notices are displayed.	No further action is needed.			
Manual handling	Users may suffer back pain if they try to lift objects that are too heavy or awkward	Trolleys are available to move heavy equipment and users know where they are kept	No further action is needed.			
Asbestos	Users and volunteers carrying out normal activities are at very low risk. Asbestos only poses a risk if fibres are released into the air and inhaled. Maintenance workers are most at risk	Asbestos survey has been carried out. Asbestos was found in the corrugated roof of the boiler house. Warning notices have been fixed. Asbestos board hatch to the roof void in the billiard room has been sealed and a warning notice fixed.	Plans are in place to demolish the Boiler house when all asbestos containing material will be removed by specialist contractors.	Property committee		
Fire	If trapped, users could suffer fatal injuries from	Fire risk assessment has been done and necessary action taken.	No further action is needed.			

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	smoke inhalation or burns	A fire blanket is available in the kitchen and fire extinguishers and emergency lights are available and regularly tested.				
Fragile roof Over Boiler House	Children or intruders could climb onto the boiler room roof and fall through it risking injury and exposure to asbestos fibres	A fragile roof warning notice is fixed alongside the asbestos warning label.	Plans are in place to demolish the Boiler house.	Property committee		
Scalding from hot water in urn Or from kettles.	Users could suffer scalds or burns if the urn fell or was knocked over while in use. Scalds could also result from accidentally turning on the tap releasing hot water. Scalds could also occur from steam if the lid was removed during use.	Instructions for the safe use of urns are fixed to the door of the cupboard in which the urns are kept and a second copy is kept in the kitchen instruction book. The kitchen safety notice reminds users to read the dishwasher instructions and to beware of hot water and steam from kettles. A first-aid box is provided	No further action is needed.			
Scalding from steam from the dishwasher	Users could suffer scalds or burns by opening the dishwasher while it is still washing.	Instructions for use of the dishwasher are fixed to the wall above the dishwasher and a second copy is kept in the kitchen instruction book. The kitchen safety notice reminds	No further action is needed.			

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		users to read the instructions. A first-aid box is provided.				
Burns from cooking appliances	Users could suffer burns from hot surfaces when using cooking appliances	A kitchen safety notice is prominently displayed in the kitchen. Insulated gloves and aprons are provided. for users A first-aid box is provided	No further action is needed.			
Knives	Users and school kitchen staff could suffer cuts from knives or other blades used in the kitchen.	School staff are trained to use knives. The kitchen safety notice is displayed for users. Knives are suitably stored in a drawer when not in use. A first-aid box is provided	No further action is needed.			