

Risk assessment template

Company name: Ogmore by Sea Hall
Trustee

Assessment carried out by: Lou Stevens-Jones/

Date of next review: 16.04.22

Date assessment was carried out: 16.01.22

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
Slips trips and falls	Users of the hall and car park may suffer injuries such as fractures or bruising if they slip, e.g. on spillages or trip over objects	<ul style="list-style-type: none"> Car park surface maintained to be as even as possible Parking spaces for visitors with disabilities next to the hall entrance Good lighting in car park and all rooms 	<p>Surface to be inspected regularly and repaired as necessary</p> <p>Hall interior to be inspected regularly and any slip / trip hazards removed</p>	Hall manager / trustee	Inspect monthly	16 th Jan 22 then every month

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		<p>and corridors in the hall</p> <ul style="list-style-type: none"> • Users know (through hire agreement) to clear up spillages immediately and know where equipment for this is kept • Mat at entrance to stop rainwater from being carried in • No storage in corridors • No trailing electrical 				

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		leads or cables				
Working at height e.g changing light bulbs, cleaning windows, putting up decorations	Anyone working at height could suffer injuries, possibly very serious ones if they fall	Appropriate, commercial stepladder securely stored and available for use. Hall users know (through hire agreement) that they are responsible for using stepladder safely Hall committee members and cleaner know how to use ladder safely.	Print copies of HSE guidance on safe use of step ladders and make available to users Put in place system for checking condition Consider implications for working at height of any future alterations to hall	Trustees Trustees Trustees	January 2022 (no ladder currently available)	
Vehicle movement:	Pedestrians could suffer serious injury if struck by cars entering/ leaving	Entrance to car park clearly marked Car park well lit	Advise users of hall, through hire agreement, to consider the guidelines for parking and convey these to their visitors	Trustees	January 2022	

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	the car park or moving in it	Recycling collection takes place at a time when hall not in use				
Electricity	Users risk electric shocks or burns from faulty equipment	<p>Fixed installation correctly installed by qualified electrician and inspected regularly</p> <p>All repairs by a qualified electrician</p> <p>Safety plugs in sockets</p> <p>Portable equipment checked for visual signs of damage before use</p> <p>Hall users know they are responsible for</p>	<p>Make sure hall users know where the fuse box is and how to switch off supply in an emergency</p> <p>Remind users that portable equipment brought into the hall should be PAT tested and safe for use</p>	Trustees	January 2022	

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		any equipment used on site				
Stored equipment	Users could be injured by collapsing stacks	Users know to stack chairs and tables carefully so that they do not collapse	No further action needed			
Manual handling	Users may suffer injury if they try to lift objects that are too heavy or awkward.	Trolleys available to move heavy equipment and users made aware	No further action needed			
Fire	If trapped, hall users could suffer fatal injuries from smoke inhalation / burns	Fire risk assessment done, hall users made aware	Ensure any actions identified during fire risk assessment checks are done	Trustees	January 2022 Inspect monthly	February 2022

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

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