

HAZARDS & RISKS	WHO MIGHT BE HARMED AND HOW	ACTIONS ALREADY IN PLACE TO MANAGE THIS RISK	FURTHER ACTION NEEDED TO CONTROL THE RISK	ACTION BY WHOM	ACTION BY WHEN
Work at height	Anyone working at height could suffer injury if they fall	Hirers/Users aware that decorations at ground height are permitted. Stepladder provided if needed Notice on the stage that the tall stepladders are not to be removed Ensure any contractors have Public Liability Insurance and liaise with any user groups that may come into contact with the work		AO/FO	On-going
Manual handling/stored Equipment, i.e. tables and Chairs	Users could be injured carrying and moving equipment Users could be injured in collapsing stacks	Always ensure that equipment is being moved as per any instructions Use two people to lift where possible Users informed that they must stack tables and chairs carefully so that they do not collapse Retaining straps are provided. Information sheets in storage area showing correct stacking system		AO/FO	On-going
Hazardous Substances	Risk of damage/irritation to eyes, mouth and skin Respiratory risk if fumes are inhaled	Chemicals are kept in a locked cupboard The cleaner is supplied by an agency and provide their own products and safety gloves etc Cleaning equipment clearly labelled and products securely stored	Develop COSHH policy Compile a COSHH file of any relevant products	FO FO	April 2025 May 2025

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		<p>Provide appropriate equipment for users where needed</p> <p>Replace irritant products with alternatives where possible</p> <p>Any chemicals should be locked away – cupboard provided in each kitchen with a child lock</p> <p>Carbon monoxide alarm in boiler room – batteries tested weekly, replaced every 6 months and alarms replaced every 5-7 years. Boiler cupboard to be kept locked-key is made available to nursery</p>	<p>Seek advice from fire safety company re wired alarm</p>	<p>FO</p>	<p>April 2025</p>
<p>Burns/cuts/injuries from use of the kitchen</p>	<p>Risk of burns/scalding/cuts to people using the kitchens</p>	<p>Users made aware that any equipment provided on site is used responsibly – instructions provided on the wall where appropriate</p> <p>Safety warnings displayed</p> <p>Instruction displayed for the safe use of the hot water flasks</p> <p>Sharp knives to be locked away</p>			<p>On-going</p>

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		<p>contractors must demonstrate that they will conduct appropriate safety checks on completion to ensure the system is safe and compliant with regulations</p> <p>Main and kitchen boiler receive an annual service and gas safety certificate obtained</p> <p>Emergency contact numbers are displayed in the main lobby. All users to report any faults or the smell of gas urgently</p>		<p>FO/AO</p> <p>FO/AO</p>	<p>On-going</p> <p>Due July 2025</p>
Legionella	Risk of users contracting Legionnaires Disease	<p>Independent Legionella risk assessment carried out</p> <p>Monthly flushing of water from less-used areas e.g. changing room showers and basins</p>	Ensure recommendations from report are put in place where appropriate	FO	On-going
Asbestos	Risk to maintenance workers who may disturb asbestos	Asbestos report carried out in 2024. Asbestos limited to Artex ceilings in certain parts of the hall. Inform contractors who may be affected and make report available	Asbestos policy to be developed		May 2025
Fire or other emergency	Risk of burns, injuries, smoke inhalation and death	<p>Fire Risk Assessment carried out in June 2022 – next one due 2025</p> <p>Electrical cabinet in male changing room is in a locked box, with the key placed on a hook out of the way of children</p>		FO/AK	June 2025

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		<p>Evacuation procedures are displayed. All groups are responsible for their members being aware of the evacuation procedure</p> <p>Hirers are informed of fire safety procedures and directed to a floorplan showing fire exits and equipment points</p> <p>Fire escapes are labelled and kept clear of obstructions</p> <p>Alley way leading from the garden to the front of the building to be kept clear of obstructions. Gate leading out to the front not to be locked (other than with sliding bolts)</p> <p>All emergency lighting inspected monthly to check for defects, fire alarms tested weekly and recorded</p> <p>Fire alarm system and equipment are serviced twice a year</p> <p>The Nursery to have their own fire risk assessment and emergency plan and carry out regular drills which are recorded in a log</p> <p>Fire blanket provided in the main kitchen</p>		AO	

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		<p>Stage curtains cleaned and treated with flame retardant chemicals in January 2023. Next due January 2027</p> <p>Following recommendations from the FRA, overnight stays are prohibited</p> <p>No smoking signs are displayed throughout the building</p>			
Emergency situation	Users and workers	List of emergency numbers/services to be called in the event of an emergency e.g. water, gas is displayed in the main lobby. Administrative Officer's number given in case of other emergencies			
Non-compliance with Premises Licence	Users/event supporters/children could be harmed if exposed to dangerous practices relating to alcohol	<p>Ensure Premises Licence is renewed annually</p> <p>Copy of Licence is displayed where it can be easily seen</p> <p>Ensure hirers are aware of their responsibility to adhere to the licence conditions</p> <p>Premises Licence policy to be finalised and posted to the online booking system</p>		<p>AO</p> <p>AO</p> <p>CN/AO</p>	<p>On-going</p> <p>May 2025</p>
Electricity	Users risk electric shocks or burns from faulty equipment	Users made aware that they must use any equipment on site responsibly	Review sound and lighting	AO/FO	May 2025

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		<p>Any electrical installation and repairs are carried out by a qualified electrician</p> <p>Floorplan in lobby highlight electrical cabinets</p> <p>Annual PAT testing carried out on all electrical equipment</p> <p>All users check portable equipment for visual signs of damage before use</p> <p>Electrical Installation Condition Report carried out every five years – due in April 2029</p>		FO	March 2029
Safeguarding children	Risk to children using the on-site nursery if the area is not secure	<p>Magnetic locks fitted to relevant doors restricting access to the nursery</p> <p>Written procedure in place on securing the nursery premises when other users are accessing the building</p>			
Lone Working	Risk to staff working alone in the building	<p>Record of keys handed out and code to main door changed periodically</p> <p>Code to the side entrance only disclosed to a minimum of people who need to access that door</p>	Develop a Lone Working policy	FO	June 2025
Prevention of accidents	All users could face injury/harm if steps are not taken to prevent accidents occurring	Accident book provided in the main lobby for all users to record any accidents/incidents/near misses			

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		<p>PHMC to regularly review the accident book to identify hazards</p> <p>Ensure that appropriate accidents/incidents are reported to RIDDOR 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations'</p>			
Use of the garden	All users could face harm/injury whilst in this area	<p>Ensure garden is kept tidy and well maintained</p> <p>Netting installed to prevent golf balls entering the garden. Protective padding placed around posts that hold netting. Regular inspections to ensure padding is in good condition and correctly placed</p> <p>Visual check of patio area</p> <p>Ensure lighting in garden is working and adequate. Give relevant information to hirers about position of lights</p>		<p>FO</p> <p>AO/FO</p>	<p>On-going</p> <p>On-going</p>
Use of the stage	Users may suffer injuries from falling from the stage, tripping down the stage stairs, tripping on cables due to lack of light	<p>Ensure access to under the stage is controlled and managed by any Hirer. Doors under the stage are padlocked-hirer to ensure that no children are present when the cupboards are assessed under the stage</p> <p>Ensure handrail is secure and notices displayed on safe access to the stage. White lines on the steps increase awareness</p>			

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Use of basement storage in small hall	Risk of serious injury to anyone accessing the basement or users of the hall when the hatch is opened	Basement no longer used for storage	Secure hatch	FO/AO/JP	July 2025
H&S measures not in place	All users	<p>A 'Competent Person' is appointed (currently the FO) to take responsibility for H&S</p> <p>H&S and associated policies to be reviewed regularly</p> <p>H&S is added to the agenda of each PHMC meeting</p> <p>H&S file available showing contacts/contractors for each relevant section as well as certificate, policies</p>			