

## Risk assessment

Stafford North End Communittee Association    Assessment carried out by: G Darcy

Date of next review:

Date assessment was carried out: 05/06/2024

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
<p><b>Slips, trips and falls</b></p> <p><b>Uneven surface of playground</b></p> <p><b>Cleaning floors</b></p>	Users of the hall	<p>Car park surfaces to be maintained to be as even as possible.</p> <p>Maintain lighting in car park and around the hall. Improved car park lighting – solar lights in rear car park are good.</p> <p>Leaves cleared regularly, at least monthly.</p> <p>Close parking space for disabled visitors.</p>	<p>Ongoing, developing into car park 'project'. In the short term potholes to be filled in with stones to reduce depth.</p> <p>Cut back hedges and bushes around carpark and drive.</p>		Autumn/Spring	

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		<p>Mats at entrances to stop water being carried in. Mats replaced regularly.</p> <p>Corridors – storerooms kept clear.</p> <p>X2 Yellow spill warning boards available to use to notify hirers of a spill.</p>	Rear storeroom needs organising to provide better access to equipment.	Committee	Spring 2024	
<b>Work at height</b>	Users putting up decorations, contactors or users cleaning or working	Copy of HSE guidance on safe use of step ladders available in village hall file.				

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<b>Vehicle movement</b>	Pedestrians could suffer injury if struck by car entering or leaving the car park.	Assigned entrance and exit – difficult to assign -historically not assigned.  Speed restriction signs and speed ramps installed.  Car park well lit.				
<b>Hazardous substances</b>	Users and contactors could be harmed by cleaning products.	Cleaner brings their own cleaning products and takes them away after each clean. Cleaners asked to notify committee if they cannot attend and both cleaners and regular hirers asked to report any issues.				
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		<p>materials located in a container on the windowsill, rather than below the sink so it's out of children's reach and available for use by responsible adults.</p> <p>Cleaners asked to return any stray communal cleaning materials to the communal box.</p> <p>Any excess/stored cleaning materials are kept in the cleaning cupboard.</p>				
<b>Electricity</b>	Users risk electric shock or burns	Fixed installation correctly installed by competent person.				

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	from faulty equipment or installation	the new water boiler was installed.  Regular PAT testing Hall users advised they are responsible for any equipment they bring into the hall.				
<b>Stored equipment</b>	Users could be injured by collapsing stacks of chairs or slipping tables.  Equipment could be misused.  Unknown materials stored.	Users reminded to stack tables and chairs carefully. Chairs only 7' high.  Appropriately stored equipment and clear signage.  Regular hirers reminded not to store flammables. Regular review undertaken as part of fire risk assessment.				
<b>Manual handling</b>	Users may hurt themselves or suffer pain if lifting objects incorrectly, that are too heavy or awkward.	Trolleys are available and users are reminded to use trolleys in the hire agreement.	No further action.			

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<b>Asbestos</b>	No known asbestos present in the building.					
<b>Fire</b>	Users and contractors		Fire risk assessment to be reviewed.			

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)

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