



## Weston Village Hall – Risk Assessment Form

HAZARDS IDENTIFIED	PEOPLE AFFECTED	RISK RATING BEFORE CONTROLS			CONTROL MEASURES	RISK RATING AFTER CONTROLS		
		S	L	R		S	L	R
<ul style="list-style-type: none"> <li>● Slips, trips and falls (uneven surfaces, spillages, obstructions)</li> </ul>	<ul style="list-style-type: none"> <li>● Hall users (public)</li> <li>● Hall staff</li> <li>● External workers</li> </ul>	4	4	16	<ul style="list-style-type: none"> <li>● Car park regularly inspected and maintained to repair uneven surfaces and remove obstructions</li> <li>● Car park and indoor spaces to be sufficiently lit for optimal visibility.</li> <li>● Door mats at entrances/exits to help prevent wet floors</li> <li>● All appliances to have leads/cable tidied away to prevent trailing.</li> <li>● Equipment and other items to be placed in dedicated storage</li> <li>● Hall users instructed via hire agreement to clean up spillages and remove/return equipment</li> </ul>	4	1	4
		4	5	20		4	1	4
<ul style="list-style-type: none"> <li>● Extreme heat (i.e. burns from heated appliances such as radiators/kettle/oven etc)</li> </ul>	<ul style="list-style-type: none"> <li>● Hall users (public)</li> <li>● Hall staff</li> </ul>	5	4	20	<ul style="list-style-type: none"> <li>● “Hot water” signage above sink, kettle and other appliances/ “hot surface” signage above oven/hotplates, radiators etc.</li> <li>● Heat-resistant gloves/aprons provided</li> <li>● Heaters to be professionally inspected and maintained regularly</li> </ul>	5	1	5
<ul style="list-style-type: none"> <li>● Working at height (use of stepladder)</li> </ul>	<ul style="list-style-type: none"> <li>● Hall users (public)</li> <li>● Hall staff</li> <li>● External workers</li> </ul>				<ul style="list-style-type: none"> <li>● Hall users instructed via hire agreement that they are responsible for correct use of stepladder</li> </ul>			

<b>ASSESSED BY:</b>	Louise Ellis	<b>DATE OF ASSESSMENT:</b>	03/05/2023	<b>DATE REVIEWED:</b>	
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		S	L	R		S	L	R
<ul style="list-style-type: none"> <li>● Vehicle collision in car park (with pedestrian)</li> </ul>	<ul style="list-style-type: none"> <li>● Hall users</li> <li>● Hall staff</li> <li>● External workers</li> </ul>	5	4	20	<ul style="list-style-type: none"> <li>● Copies of HSE guidance on safe use of stepladders to be made available for those that require use</li> <li>● Require regular inspection of stepladder condition</li> <li>● Ensure staff and users are aware of stepladder location and store it correctly.</li> <li>● Ensure car park is well lit, particularly at night. Maintain as required.</li> <li>● Entrance/exit clearly marked</li> <li>● Parking controlled by marshalls wearing hi-vis for larger events (provided by hall user under hire agreement)</li> <li>● Signage reminding of 5mph speed limit</li> <li>● Maintain parking bay/road markings where present</li> </ul>	5	1	5
		5	4	20		5	1	5
<ul style="list-style-type: none"> <li>● Electrical hazards (i.e. from faulty appliances etc)</li> </ul>	<ul style="list-style-type: none"> <li>● Hall users</li> <li>● Hall staff</li> <li>● External workers</li> </ul>				<ul style="list-style-type: none"> <li>● All fixed electrical installations and repairs to be completed by a qualified electrician.</li> <li>● Portable equipment checked for signs of damage before use.</li> <li>● Ensure appliances have valid passes on safety tests (e.g PAT test) before use</li> </ul>			

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		S	L	R		S	L	R
<ul style="list-style-type: none"> <li>● Hazardous substances (e.g. chemicals, irritants)</li> <li>● Manual handling</li> </ul>	<ul style="list-style-type: none"> <li>● Hall users</li> <li>● Hall staff</li>   <li>● Hall users</li> <li>● Hall staff</li> <li>● External workers</li> </ul>	4	4	<b>16</b>	<ul style="list-style-type: none"> <li>● Hall users notified in hire agreement that they are responsible for safe use of external equipment</li> <li>● Ensure users &amp; staff are aware of location of fuse box</li>   <li>● Mops, brushes and rubber gloves provided</li> <li>● Cleaning products stored securely</li> <li>● Irritating chemicals replaced by milder alternatives (for hall user)</li> <li>● Use of harsher chemicals to be performed by trained cleaning staff</li> <li>● Signage on chemical/cleaning agent storage about how to spot symptoms of dermatitis</li>   <li>● Hall user hire agreement to state user is responsible for safe manual handling of any items brought into hall</li> <li>● HSE advice about maximum safe carrying loads displayed in prominent location</li> <li>● Trolleys provided for moving heavy equipment and users informed of their location</li> </ul>	4	1	<b>4</b>
		4	5	<b>20</b>		1	5	<b>5</b>

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RISK DESCRIPTORS					
SEVERITY (S)		LIKELIHOOD (L)		RISK FACTOR (R = S x L)	
1	Little impact (e.g. inconvenience)	1	Improbable	1 - 5	Negligible
2	Minor impact (e.g. injury requiring first aid)	2	Unlikely	6 - 10	Tolerable
3	Moderate impact (e.g. substantial lost time)	3	Possible	11 - 15	Hazardous
4	Major impact (e.g. injury requiring hospitalisation)	4	Likely	16 - 20	Dangerous
5	Devastating impact (e.g. fatal injury)	5	Almost certain	21 - 25	Cease immediately

Additional Controls Required	Actioned by	To be completed by (date)	Date of completion

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