

What are the hazards?	Who might be harmed and how?	What has already been done?	Further actions	Action by Who?	Action by When?	Date Done
<p>Slips, falls and trips E.g. uneven surface of car park, cleaning floors etc.</p>	<p>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.</p>	<ul style="list-style-type: none"> ▪ Car park surface maintained to be as even as possible. ▪ Parking spaces for visitors with disabilities available next to hall entrance ▪ Good external and internal lighting ▪ The hall is kept clean and clear of debris on a regular basis. There are no trip hazards e.g. trailing leads or cables. ▪ Hire Agreement requires users to mop up and clear any rubbish. ▪ Entrance prevents prevent rain water being carried in ▪ No storage is permitted in corridors. ▪ Wooden flooring cleaned with appropriate materials and maintained professionally with no-slip finish. 	<p>Regular inspections of floor surfaces.</p>			<p>DD-MM-YY</p>
<p>Work at height E.g. changing light bulbs, cleaning windows, putting up decorations</p>	<p>Anyone working at any height could suffer injuries, possibly very serious ones, should they fall.</p>	<ul style="list-style-type: none"> ▪ All ladders are locked away and not available to hirers. ▪ All contractors are required to adhere to H&S regulations. ▪ Trustees know how to use ladders safely. ▪ Internal and external windows cleaned professionally. 				
<p>Vehicle Movement</p>	<p>Pedestrians could suffer serious injury if struck by cars parking and leaving the parking bays.</p>	<p>Steel barrier preventing direct access to road from exit pathway</p>				

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Hazardous Substances E.g. Cleaning Products	The cleaner, and others cleaning, risk skin problems, e.g. dermatitis and eye damage, from direct contact with cleaning chemicals. Vapour may cause breathing problems.	<ul style="list-style-type: none"> ▪ Mops brushes and strong rubber gloves provided ▪ Cleaning products marked irritant replaced with milder alternatives ▪ Cleaner to follow product instructions ▪ Cleaning products stored securely 				
Electricity	Users risk electric shocks or burns from faulty equipment or installation.	<ul style="list-style-type: none"> ▪ Fixed installation correctly installed by qualified electrician and inspected regularly. ▪ All repairs by qualified electrician. ▪ Safety plugs in sockets ▪ Portable equipment checked for signs of damage before use and ▪ PAT tested. 				
Stored Equipment	Users could be injured by collapsing stacks.	<ul style="list-style-type: none"> ▪ Users know that they must stack tables and chairs carefully so that they do not collapse 				
Manual handling	Users may suffer back pain if they try to lift objects that are too heavy or awkward.	<ul style="list-style-type: none"> ▪ Trolleys available to move heavy equipment and users and they know where they are kept. 				
Asbestos	Staff, and others, carrying out normal activities at very low risk. Asbestos only poses a risk if fibres are released into air and inhaled. Maintenance workers are most at risk.	<ul style="list-style-type: none"> ▪ No visible asbestos on site. 				
Fire	If trapped, staff could suffer fatal injuries from smoke inhalation/burns					
Lone working						

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Working in the Kitchen						