



Hiring and General Maintenance of the Community Room Risk Assessment

Date of Assessment:	29/06/2020
Date of Re-Assessment:	29/06/2021

Persons involved in Assessment: Steve Fane De Salis (Parish Council Chairman) Sarah Cardwell (Parish Council Clerk)
Advisor: Mark Cardwell (CMIOSH)

Description of Hazard and Risk	Nature of Harm Groups Effected	Existing Control Measures	L x S	Additional Controls	L x S
			Level of Risk		Residual Level of Risk
Slips, trips, and falls e.g. uneven surface of car park, spills, cleaning floors etc.	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"> External and internal floor surfaces maintained (Car park part of the school) Good lighting throughout site (Internally) Torch available Gentleman's agreement in place with hirers of the room to clear up spillages Salt bin available in the road adjacent to the community room (Royston Avenue) in case of icy conditions Internal mats at entrance to stop rainwater being carried into the room Informal monthly visual inspections of the room during council meetings Storage cupboard available 	2 X 4 Moderate	<ul style="list-style-type: none"> Consider purchasing a bag of salt to keep on site to use if required Car parking arrangements to be agreed with the school. (MOU) Consideration to install an external light Hiring agreement to be drafted and issued to hirers of the hall, including safety responsibilities 	1 X 4 Tolerable
Work at height e.g. changing light bulbs, cleaning windows, putting up decorations etc.	Anyone working at any height could suffer injuries, possibly very serious ones, should they fall.	<ul style="list-style-type: none"> Council committee members use own ladders for minor, light, short duration, and infrequent work from height Council committee members trained in step ladder use (See HSE Guidance) Ladders inspected pre use for any wear and tear Windows and gutters cleaned professionally and is the responsibility of the county council 	1 X 5 Tolerable	<ul style="list-style-type: none"> Hiring agreement to be drafted and issued to hirers of the hall, including safety responsibilities 	1 X 5 Tolerable
Vehicle movement	Pedestrians could suffer serious injury if struck by cars entering/leaving car park or moving in it.	<ul style="list-style-type: none"> Entrance/exit to car park clearly marked Skip/recycling collection takes place in line with school arrangements when room not in use Access to community room car park is wide enough to accommodate vehicles and pedestrians. Speed limit in place and signage displayed 	1 X 5 Tolerable	<ul style="list-style-type: none"> Consideration to install an external light Hiring agreement to be drafted and issued to hirers of the hall, including safety responsibilities 	1 X 5 Tolerable

Hazardous substances E.g. cleaning products	The cleaner (Self-employed), 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"> • Cleaning equipment and products provided • PPE Available • 2 'off the shelf' products ever used – low / non-hazardous. Instructions on back of bottle how to use • Cleaning products stored securely 	3 X 3 Moderate	<ul style="list-style-type: none"> • Consider installing childproof locks on the cupboards under the sink 	1 X 3 Minor
Electricity	Users risk electric shocks or burns from faulty equipment or installation.	<ul style="list-style-type: none"> • Fixed Inspections carried out by qualified electrician • Portable equipment checked for visual signs of damage before use and not used if found 	2 X 5 Moderate	<ul style="list-style-type: none"> • Hiring agreement to be drafted and issued to hirers of the hall, including safety responsibilities • PAT testing to be carried out 	1 X 5 Tolerable
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 	1 X 4 Tolerable	<ul style="list-style-type: none"> • None 	1 X 4 Tolerable
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"> • Council committee members trained in Manual Handling TEchniques (See HSE Guidance) • Manual Handling activities Minimal 	1 X 4 Tolerable	<ul style="list-style-type: none"> • Hiring agreement to be drafted and issued to hirers of the hall, including safety responsibilities • Consider using manual handling aids such as trolleys or sack truck to assist with lifting 	1 X 4 Tolerable
Asbestos	Staff, and maintenance workers at risk if asbestos is released into the air. Potential for asbestos related diseases	<ul style="list-style-type: none"> • None 	2 X 5 Moderate	<ul style="list-style-type: none"> • Asbestos Survey to be obtained from the school and arrangements implemented if asbestos present 	1 X 5 Tolerable
Fire	If trapped, staff could suffer fatal injuries from smoke inhalation/burns	<ul style="list-style-type: none"> • Fire Warning System in place (Alarm linked to school) • Extinguishers in place • Extinguishers maintained on an annual basis 	2 X 5 Moderate	<ul style="list-style-type: none"> • Monthly visual checks required for extinguishers • FRA to be obtained from the school and arrangements implemented where required • Hiring agreement to be drafted and issued to hirers of the hall, including safety responsibilities 	1 X 5 Tolerable
Lone Working	Workers could be left unattended for long periods should they have an accident	<ul style="list-style-type: none"> • Cleaner works hour a week and communicates her safety with her family • Committee members communicate with other members and family if doing minor odd jobs in the room 	1 X 3 Minor	<ul style="list-style-type: none"> • None 	1 X 3 Minor
Covid-19 (Additional controls column to be considered)	All workers and visitors could be exposed to Covid-19 which could potentially be fatal	<ul style="list-style-type: none"> • Room currently closed • Guidance taken from government and PHE 	1 X 5 Tolerable	<ul style="list-style-type: none"> • Room bookings minimal and number of people allowed in the hall is capped • Social distancing arrangements in place • Consideration given to wearing mask where social distancing is not achievable • Hiring agreement to be drafted and issued 	1 X 5 Tolerable

once room is open for bookings)				<p>to hirers of the hall, including safety responsibilities (cleaning of door & window handles, light switches, chairs)</p> <ul style="list-style-type: none"> • Ventilation • Soap and hot water made available • Request for lid to be closed when toilet flushed? • Gloves (and guidance doc) to be provided to cleaner (PPE) • Anti bac handwash provided at entrance • Awareness posters throughout the building 	
Contractors	Contractors could be injured if working with unknown risks or in an unsafe manner	<ul style="list-style-type: none"> • Go on recommendations 	<p>3 X 4 Moderate</p>	<ul style="list-style-type: none"> • Check and approve contractors RAMS and competencies prior to works starting • Check relevant insurances are in place before using the contractor • Only use contractors which have safety passports e.g. safe contractor etc. 	<p>1 X 4 Tolerable</p>
Hiring Parties	Hiring parties could be injured if not aware of risks on site	<ul style="list-style-type: none"> • Appliances maintained and routinely checked • Gentleman's agreement in place with hirers of the room on the rules 	<p>3 X 4 Moderate</p>	<ul style="list-style-type: none"> • Hiring agreement to be drafted and issued to hirers of the hall, including safety responsibilities • Insurances checked where applicable 	<p>1 X 4 Tolerable</p>
Legionella	Staff, visitors and contractors could catch legionnaires disease if water not treated correctly	<ul style="list-style-type: none"> • Point of use boilers used • Dead legs removed 	<p>2 X 3 Tolerable</p>	<ul style="list-style-type: none"> • Implement a flushing regime for excessive periods of non-use • Ensure water outlets are checked by competent external company every quarter 	<p>1 X 3 Minor</p>
Cleaning Machines	Employees could suffer MH and electricity injuries when using a cleaning machine, such as floor scrubber or hoover	<ul style="list-style-type: none"> • Staff adequately trained • Visual inspections carried out 	<p>2 X 4 Moderate</p>	<ul style="list-style-type: none"> • Ensure PAT testing is carried out 	<p>1 X 4 Tolerable</p>
Specific issues arising from Kitchen operations	Potential injury to any kitchen user from countertop water boilers, oven, use of kitchen implements including knives and other sharp tools. Congestion in Kitchen when particularly busy.	<ul style="list-style-type: none"> • All implements are cleaned and returned to their allocated storage space when not in use. • All fridge/freezers have a thermometer. • Users make sensible use of ovens and radiators • Extract duct from hob canopy cleaned internally by cleaner • Gentleman's agreement in place with hirers for kitchen use • Hot water in sinks is regulated to safe temperature 	<p>3 X 3 Moderate</p>	<ul style="list-style-type: none"> • Provide a set of oven gloves • Provide instructions on the use of the countertop water boilers are displayed. • Display hot water signs above taps • Hiring agreement to be drafted and issued to hirers of the hall, including safety responsibilities 	<p>1 X 3 Minor</p>

Key Likelihood 1 = Very Unlikely 2 = Unlikely 3 = Likely 4 = Increased likelihood 5 = Very likely.
 Severity 1 = Slight injury/damage 2 = Minor injury/damage 3 = Moderate injury/damage 4 = Serious injury/damage 5 = Major injury/fatality/damage

Level of Risk



IF

RISK IS DEEMED TOO HIGH THEN ALTERNATIVE ACTIONS SHOULD BE CONSIDERED

THE

Risk Treatment Plan

Hazard Ref:	Action Required:	Owner	Target Completion Date:	Status: (RAG)
Slips, Trips, Falls	Consider purchasing a bag of salt to keep on site to use if required	Council		
Slips, Trips, Falls	Car parking and general arrangements to be agreed with the school. (MOU)	Council		
Multiple	Consideration to install an external light	Council		
Multiple	Hiring agreement to be drafted and issued to hirers of the hall, including safety responsibilities	Council		
Hazardous Substances	Consider installing childproof locks on the cupboards under the sink	Council		
Electricity	PAT Testing to be carried out	Council		
Manual Handling	Consider using manual handling aids such as trolleys or sack truck to assist with lifting	Council		
Asbestos	Asbestos Survey to be obtained from the school and arrangements implemented if asbestos present	Council		
Fire	Monthly visual checks required for extinguishers	Council		
Fire	FRA to be obtained from the school and arrangements implemented where required	Council		
Contractors	Check and approve contractors RAMS and competencies prior to works starting	Council		
Contractors	Check relevant insurances are in place before using the contractor	Council		
Contractors	Only use contractors which have safety passports e.g. safe contractor etc.	Council		
Legionella	Implement a flushing regime for excessive periods of non-use	Council		
Legionella	Ensure water outlets are checked by competent external company every year	Council		
Kitchen Operation	Provide a set of oven gloves	Council		
Kitchen Operation	Provide instructions on the use of the countertop water boilers	Council		
Kitchen Operation	Display hot water signs above taps	Council		