



Hiring and General Maintenance of the Community Room Risk Assessment

Date of Assessment:	15/05/2025
Date of Re-Assessment	15/05/2026

Persons involved in Assessment: Councillors of Spaldwick Parish Council, 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.	- 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 - External security lights fitted	2 X 4 Moderate	- Consider purchasing a bag of salt to keep on site to use if required - Car parking arrangements to be agreed with the school. (MOU) - Include safety responsibilities in hire agreement	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.	- 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	Include safety responsibilities in hire agreement	1 X 5 Tolerable
Vehicle movement	Pedestrians could suffer serious injury if struck by cars entering/leaving car park or moving in it.	- 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.	1 X 5 Tolerable	Include safety responsibilities in hire agreement	1 X 5 Tolerable

		- Speed limit in place and signage displayed - External light			
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.	- 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	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.	- Fixed Inspections carried out by qualified electrician - Portable equipment checked for visual signs of damage before use and not used if found - Hiring agreement to be drafted and issued to hirers of the hall, including safety responsibilities (lights, heaters) - PAT testing	2 X 5 Moderate		1 X 5 Tolerable
Stored equipment	Users could be injured by collapsing stacks.	Users know that they must stack tables and chairs carefully so that they do not collapse	1 X 4 Tolerable	None	1 X 4 Tolerable
Manual handling	Users may suffer back pain if they try to lift objects that are too heavy or awkward.	- Council committee members trained in Manual Handling Techniques (See HSE Guidance) - Manual Handling activities Minimal	1 X 4 Tolerable	- Include safety responsibilities in hire agreement - 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	None	2 X 5 Moderate	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	- Fire Warning System in place (Alarm linked to school) - Extinguishers in place - Extinguishers maintained on an annual basis by external company as part of the school's Fire Risk Assessment - Hiring agreement detailing evacuation	2 X 5 Moderate	Monthly visual checks required for extinguishers	1 X 5 Tolerable
Lone Working	Workers could be left unattended for long periods should they have an accident	- 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	None	1 X 3 Minor

Covid-19	All workers and visitors could be exposed to Covid-19 which could potentially be fatal	- Guidance taken from government, HSE and PHE- Monitor government arrangements and ensure changes are in line with them. - Natural ventilation in place, e.g., windows and doors - Hand washing facilities in place - Hand sanitiser provided at entrance/exit - Poster displayed to show when room last cleaned by cleaner	1 X 4 Tolerable		1 X 4 Tolerable
Contractors	Contractors could be injured if working with unknown risks or in an unsafe manner	Go on recommendations	3 X 4 Moderate	- 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.	1 X 4 Tolerable
Hiring Parties	Hiring parties could be injured if not aware of risks on site	- Appliances maintained and routinely checked - Gentleman's agreement in place with hirers of the room on the rules	3 X 4 Moderate	- Insurances checked where applicable - Include safety responsibilities in hire agreement	1 X 4 Tolerable
Legionella	Staff, visitors and contractors could catch legionnaires disease if water not treated correctly	- Point of use boilers used - Dead legs removed - Cleaner runs taps for several minutes during weekly cleans - School ensures water outlets are checked by competent external company	2 X 3 Tolerable	Implement a flushing regime for excessive periods of non-use	1 X 3 Minor
Cleaning Machines	Employees could suffer MH and electricity injuries when using a cleaning machine, such as floor scrubber or hoover	- Staff adequately trained - Visual inspections carried out	2 X 4 Moderate	Ensure PAT testing is carried out	1 X 4 Tolerable
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.	- 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; water temperature checks are arranged by the school and rebilled.	3 X 3 Moderate	- Provide a set of oven gloves - Provide instructions on the use of the countertop water boilers are displayed. - Display hot water signs above taps	1 X 3 Minor

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

1 – 3 MINOR RISK	4 – 6 TOLERABLE RISK	8 – 12 MODERATE RISK	15 – 25 HIGH RISK
------------------	----------------------	----------------------	-------------------

THE

RISK IS DEEMED TOO HIGH THEN ALTERNATIVE ACTIONS SHOULD BE CONSIDERED

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 include additional 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		
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		