

| What are the Hazards | Who might be harmed and how? | What are we already doing | What further action is necessary | Action by whom | Action by when | Completed |
|----------------------|-----------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|----------------|----------------|-----------|
| Vehicle Movements | 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 clearly marked ~ Car Park well lit ~ Rubbish collection takes place when hall not in use ~ Parking bays and pedestrian routes marked | Advise users of the hall, through hire agreement whether they need to control car parking | Manager | N/A | On going |
| Slips, Trips & Falls | Users of the Hall & car park may suffer injuries if they slip on spillages or trip over objects | <ul style="list-style-type: none"> ~ Car park maintained to be as even as possible. ~ Parking spaces for visitors with disabilities available next to hall entrance ~ Good lighting in all rooms and corridors ~ Users know (through hire agreement) to clear up spillages immediately and know where equipment is kept ~ No storage in corridors ~ No trailing electrical leads/cables ~ Mats at entrances to stop rain water being carried in | Car Park Surface to be checked regularly and repaired as necessary | Manager | N/A | Ongoing |
| | | | Re Internal : Check that the cleaners know which products to use on which type of floor | Manager | | On going |

| What are the Hazards | Who might be harmed and how? | What are we already doing | What further action is necessary | Action by whom | Action by when | Completed |
|----------------------|--------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|------------------|------------------|-----------|
| Working at Heights | Anyone working at any height could suffer injuries, possibly very serious ones should they fall. | ~ Appropriate commercial step ladder securely available for use. ~ Hall users know (through the hire agreement) that they are responsible. | Copies of HSE guidance of the safe use of stepladders are made available to those who may use a stepladder. | Manager | | On going |
| | | ~ Hall committee members and cleaners know how to use the stepladder safely. ~ There is available to the hall manager and certain trained users the availability of a scaffold tower which should be used in all circumstances when access to the ceiling in the Main Hall is required. | Stepladder and Scaffolding Tower inspected six-monthly and condition recorded. | Manager | Every six-months | On going |
| | | Tower in locked room | Ensure that only trained personnel use the Scaffold tower | Chairman/Manager | N/A | |

| What are the Hazards | Who might be harmed and how? | What are we already doing | What further action is necessary | Action by whom | Action by when | Completed |
|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|----------------|----------------|-----------|
| Hazardous Substances | The cleaner and others cleaning, risk skin problems e.g. dermatitis and eye from direct contact with cleaning chemicals. Vapour may cause breathing problems | External Contractor provides all cleaning services including materials and labour. | Cleaners advised to ensure that they check for dry, red or itchy skin on hands. | Manager | N/A | On going |
| | | ~ Cleaning products stored securely in a lockable metal cupboard by external contractor. | If any new products are used by the Hall staff appropriate instructions will be obtained and instructions given in its use | Manager | | On going |
| Electricity/Gas | Users risk electric shocks and or burns from faulty equipment or insulation | <p>~ Fixed installation correctly installed by qualified electrician/gas engineer and inspected regularly.</p> <p>~ All repairs carried out be a qualified electrician/gas engineer</p> <p>~ Portable equipment checked for visual signs of damage before use.</p> <p>~ All equipment PAT tested on an annual basis</p> <p>~ Hall users know through Hire Agreement that they are responsible for any equipment used on site.</p> | Make sure users of the Kitchen know where the Kitchen Gas Isolation valve is located | Manager | | On going |

| What are the Hazards | Who might be harmed and how? | What are we already doing | What further action is necessary | Action by whom | Action by when | Completed |
|----------------------|-----------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|----------------|----------------|-----------|
| Stored Furniture | Users know how to store/stack tables and chairs carefully so that they do not collapse | Users made aware in the hire agreement that they need to stack tables and chairs so that they do not collapse | Tables and chairs inspected six- monthly for damage and damaged items removed for repair or scrap. | Manager | | On going |
| Manual Handling | Users may suffer back pain if they try to lift objects that are too heavy or awkward | Users reminded in Hire agreement that a trolley is available to move chairs. | Trolley inspected six-monthly | Manager | | On going |
| Use of Kitchen | Restrict Access | Children under the age of 14 not to be admitted to the kitchen. Signs on kitchen doors. | | N/A | | |
| Fire Escapes | People using fire escapes as entrance and exit points to the hall could be injured by traffic passing the exits | Traffic barred from being adjacent to building fire exits by fixed or temporary barriers and suitable warning signs | Check barriers and signs in place. | Manager | | On going |

| What are the Hazards | Who might be harmed and how? | What are we already doing | What further action is necessary | Action by whom | Action by when | Completed |
|----------------------|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|------------------------|----------------|--------------------------|
| Asbestos | Users and contractors | Users and visitors are made aware in the Hire Agreement that the walls and structure of the building must not be interfered with. Contractors are advised as appropriate depending upon where working. | | Manager Manager | | On going On going |