

RUSLAND READING ROOM: RISK ASSESSMENT (to be reviewed **annually**)

May 2017 updated Sept 2017 (next review due May 2018)

What are the Hazards	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom?	Action by when?	Done
Slips, trips and falls eg uneven surface of car park, cleaning floors etc.	Users of the hall and car park may suffer injuries such as fractures or bruising if they slip, eg on spillages or trip over objects.	<ul style="list-style-type: none"> Car park surface and entrance ways maintained to be as even as possible Good lighting Users know to clear up spillages immediately and where cleaning equipment is kept. Mats at entrances No trailing electrical leads/cables No clutter in doorways 	Surface to be inspected regularly.	Secretary (or delegated Committee member)	Inspect at least 3-monthly	
Lighting	Personal injury risk if lighting insufficient	<ul style="list-style-type: none"> Ensuring all lights in working order 	<ul style="list-style-type: none"> Consider emergency lighting 	Secretary (or delegated Committee Member)	For discussion at Sept 2017 meeting	
Work at height – e.g. changing light-bulbs, cleaning windows, putting up decorations, taking down card tables	Personal injury risk	<ul style="list-style-type: none"> Appropriate step-ladder securely stored and available for use. Hall users know (through hire agreement) that they are responsible for using stepladder safely. Hall committee members know how to use the stepladder safely HSE guidance on safe use of stepladders included in the RRR Information Folder. 	<p>Put in place system for checking condition of stepladder</p> <p>Consider implications of work at height of any future alterations of hall.</p>	Secretary (or delegated Committee Member)	By end April 2017 As required	✓ Included in monthly checklist
Vehicle movement and access by	Personal injury	<ul style="list-style-type: none"> For large events, parking controlled by marshalls wearing high-vis vests Car park well lit Car park entrance being widened. 	Advise users of the hall, through hire agreement, to consider	Secretary (or delegated Committee Member)	By end March 2017	✓ Included in Hire Agreement 14/3/17

emergency vehicles			whether parking controls are needed			
Hazardous substances Eg cleaning products	Risk of skin conditions, eye damage and breathing problems. Possible serious risk to children if can access cleaning products.	<ul style="list-style-type: none"> • Mops, brushes and strong rubber gloves provided • Committee aware that they should follow instructions on the label and never transfer to an unmarked container • Cleaning products stored securely 	Arrange secure storage of hazardous materials	Secretary (or delegated Committee Member)	By end April 2017	Done – secure cupboard installed July 2017
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. • Portable equipment regularly inspected • All repairs by qualified electrician. • Location of main fuse box and isolator switch is shown on Plan of Hall in Information Folder. • Sockets conform to BS 1363 standard (Rospa does not recommend use of socket safety plugs). • Portable equipment visually checked before use. • Hall users know they are responsible for any equipment used on site. 	Remind users that portable equipment considered unsafe should be marked and taken out of use.	Secretary (or delegated Committee Member)	By end March 2017	
Stored Equipment	Users could be injured by collapsing stacks	Users know to stack tables and chairs carefully (in Guidelines for Use)	<i>Ok – no further action needed</i>	Secretary (or delegated Committee Member)		

Manual handling	Risk of back injury	Trolley available to move heavy equipment and users know where this is kept. (handbells trolley)	<i>Ok – no further action needed</i>			
Fire	Risk of injury, possibly fatal from smoke inhalation/burns	Fire risk assessment done March 2017. Ensure FRA carried out every 2 years.	Ensure actions identified as necessary by the fire risk assessment are carried out, including: <ul style="list-style-type: none"> • Evacuation plan made • Regular checks of escape routes and fire exits • Fire extinguishers inspected annually • Combustible materials stored safely. • Arrange for smoke alarm system to be installed 	Secretary (or delegated Committee Member)	By end March 2017 Done 11/9/2017 Action immediately.	
Operation of oil boiler	Risk of fumes, e.g. CO, if boiler not working properly	Boiler serviced annually?	CO monitor to be installed	Secretary (or delegated Committee Member)	Action immediately.	
Information Folder	Risk that hall users may not be aware of safety procedure in an emergency.	Folder prepared containing Hire agreement, Guidelines for Use, Health and Safety Policy, Risk Assessments and Fire Emergency Plan.		Secretary (or delegated Committee Member)	By end March 2017	Done