

Thorpe on the Hill Oliver Roper Parish Meeting Room @ 18 March 2022

What are the hazards?	Who might be harmed	Likelihood	Existing Controls	Additional Controls required	Likelihood after controls
Hazardous substances e.g., cleaning products - risk skin problems, e.g., dermatitis and eye damage, from direct contact with cleaning chemicals. Vapour may cause breathing problems.	Caretaker and hirers	Low	<ul style="list-style-type: none"> Mops, brushes and strong rubber gloves provided. Cleaning products marked 'irritant' replaced with milder alternatives. Cleaner trained to use products safely, e.g., follow instructions on the label, dilute properly and never transfer to an unmarked container. Cleaning products stored securely. 	<ul style="list-style-type: none"> Caretaker reminded to check for dry, red or itchy skin on their hands and, if finding any, to go to doctors for advice, record in accident book and to tell the Parish Clerk 	Low
Electricity - risk electric shocks or burns from faulty equipment or installation.	Caretaker and those using the venue	Med	<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 visual signs of damage before use. Hall users know they are responsible for any equipment used on site. 	<ul style="list-style-type: none"> Make sure hall users know where the fuse box is and how to switch supply off in an emergency. Remind users that portable equipment considered unsafe should be marked and taken out of use. 	Low
Stored equipment – risk of injury from collapsing stacks and cupboards being over packed. Items falling out when doors opened	All those using the venue	High	<ul style="list-style-type: none"> Users know that they must stack tables and chairs carefully so that they do not collapse. 	<ul style="list-style-type: none"> Notices put up on advising on maximum number of chairs to be stacked 	Low

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Manual handling – risk suffer back pain if they try to lift objects that are too heavy or awkward.	All those using the venue	Med	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • Notices put on tables advising they are a 2 person lift and / or weight. 	Low
Fire - If trapped, staff could suffer fatal injuries from smoke inhalation/burns.	All those using venue	High	<ul style="list-style-type: none"> • Ensure building is checked re fire issues at least yearly by a qualified person. • All fire doors to be unlocked when hall in use 	<ul style="list-style-type: none"> • Ensure the actions identified as necessary by the fire risk assessment are done. 	Low
Lone working – risk of attack, personal health issues	Parish Council Staff	High	<ul style="list-style-type: none"> • periodically visiting Parish Clerk working alone in Parish Office • contact between the Parish Clerk, Caretaker and supervisor, using phones or email. 	<ul style="list-style-type: none"> • Implementing robust system to ensure the Parish Clerk, Caretaker has returned to their base or home once their task is completed. 	Low
Burns from hot water, cooker	All those using the venue	Low	<ul style="list-style-type: none"> • No kettles to be used. • Water boiler to be checked at least yearly by a qualified person. • Cooker to be PAT tested 		Low
Knives and sharp instruments - risk of puncture wounds	All those using the venue	Med	<ul style="list-style-type: none"> • No sharp knives to be kept on site and any found in the kitchen will be removed to the Parish Office. If not claimed they will be disposed of in a responsible manner 		Low
Slips trips and falls – risk of sprains or broken bones, concussion or other injuries associated	All those using the venue	Med	<ul style="list-style-type: none"> • Make sure general housekeeping is of a high standard and walking areas are reasonably flat with no holes. 		Low

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with falls			<ul style="list-style-type: none"> Annual inspection of venue to identify any hazards. 		
Food preparation – risk of stomach issues, poisoning etc	All those using the venue	Low	<ul style="list-style-type: none"> No food preparation in the venue. All food is brought in ready to be served. 		Low
Loft access – risk of falling from height	Parish Council staff	Med	<ul style="list-style-type: none"> Access to the loft is locked and caretaker has the only key which is locked away on site. 2 people must be present at all times when accessing the loft. Loft ladder is checked on an annual basis and repairs made as necessary. Loft ladder has handrails for use by those using the ladder 		Low
Water bacteria – risk of illness, death	All those using the venue	Med	<ul style="list-style-type: none"> Building should be checked every 10 years 	<ul style="list-style-type: none"> Last check took place June 2018 by Anglian Water 	Low

Likelihood's Key

Low = unlikely risk of accidents

Medium = Likely risk of accidents causing harm to persons

High = Likely risk of accidents causing extensive harm and / or death to persons