

Thorpe on the Hill Oliver Roper Parish Meeting Room

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 up 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
Burns from hot water, cooker	All those using the venue	Low	<ul style="list-style-type: none"> • Water boiler to be checked at least yearly by a qualified person. • Appliances to be PAT tested 		Low
Slips trips and falls – risk of sprains or broken bones, concussion or other injuries associated with falls	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. • Annual inspection of venue to identify any hazards. 		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	All those	Med	<ul style="list-style-type: none"> • Building should be checked every 	<ul style="list-style-type: none"> • Last check took place 	Low

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illness, death	using the venue		10 years	June 2018 by Anglian Water	
Food preparation	All those using the venue	Med	<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> Any hall users who intends to make use of the oven, hob, or microwave will receive instruction in their safe use from the Caretaker of Clerk. All hall users must follow appropriate safety and hygiene rules when preparing food. 	

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