|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Asset | Hazard | Who might be at risk | Risk rating | Action required to reduce risk |
| Slips, trips and falls | Users of the hall and car park may suffer injuries such as fractures or bruising if they slip | Public, Employees, Councillors | M | Car park surface maintained to be as even as possible. Parking spaces for visitors with disabilities available next to hall entrance. Separate Car Park risk assessment available on request  Good lighting in all rooms and corridors in hall.  Users know (through hire agreement) to clear up spillages immediately and know where equipment for this is kept.  Mats and shoe cleaners at entrances to stop rain water being carried in  No storage in corridors  No trailing electrical leads/cables  Regular visual checks of halls to monitor maintenance and damage. All damage to be reported to the Clerk immediately  Correct training of cleaners to ensure the right products are used to clean the floors and at appropriate times of the day |
| Electricity | Users risk electric shocks or burns from faulty equipment or installation | Public, Employees, Councillors | M | Fixed installation correctly installed by a qualified electrician, and inspected regularly. All repairs by qualified electrician Portable equipment checked for visual signs of damage before use  Hall users know they are responsible for any equipment used on site eg. Hoover, kettle, micro wave, fridge, oven, tea urn  PAT testing undertaken annually. |
| Stored equipment | Users could be injured by collapsing stacks of chairs or tables | Public, Employees, Councillors | M | Users know that they must stack tables and chairs carefully so that they do not collapse  Daily checks to ensure this is upheld.  Tables to be stacked according the sign provided |
| Manual handling | Users may suffer back pain if they try to lift objects that are too heavy or awkward | Public, Employees, Councillors | M | Chair Trolley is available to move the chairs and users know where it is kept |
| Fire | If trapped, could suffer fatal injuries from smoke inhalation/burns | Public, Employees, Councillors | M | Fire assembly appoint provided and clearly marked  All staff trained in fire evacuation  All exits clearly sign posted  Smoke detectors in all buildings that are checked weekly  The meeting room has a fire escape ladder for use if the stairs are inaccessible. |
| Burns | Burns obtained by kettle, oven, hot water and other equipment available | Public, Employees, Councillors | M | PPE equipment is provided  No minors allowed in the kitchen  Equipment regularly visually checked for faults and reported to the Clerk  Use as per manufacturing instruction |

|  |  |
| --- | --- |
| Risk rating |  |
| L | Low |
| M | Medium |
| H | High |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **RISK ASSESSMENT FOR:** | **Cedar Barn, The Stables, The Office Hazlemere Parish Council.** | | |  |
| **Establishment:**  Hazlemere Parish Council | **Assessment by:**  A Banham | **Signed:** | **Date:**  17 September 2018 |
| **1st Review Date Due :** | **Clerk Approval:** | **Signed:** | **Date:** |