

## BRUSHFORD PARISH HALL CIO - HAZARDS RISK REGISTER

HAZARDS	Who may be harmed?	RESPONSE NOW: What we are already doing about it	PLANNED RESPONSE: What else do we plan to do about it?	By whom? By when?	Done
<p><b>1. Slips, trips and falls.</b>  <b>Cleaning floors, trailing cables or other objects.</b></p>	<p>Users of the hall and car park may suffer injuries such as fractures, bruising if they slip on spillages or trip over objects and uneven surfaces</p>	<p>Car park is lit at night – motion sensitive            Whole surface was re-laid in 2019.            Reserved parking for disabled users – spaces allocated.            Interior is well lit            Main floor re surfaced in 2017            Cleaners instructed on materials for cleaning the floors            Users told in hire agreement to clear up spillages and they know where equipment for this is kept            Mats in foyers to stop rain water being carried in            No storage in corridors            No trailing leads for electrical items</p>	<p>No further action needed</p>		
<p><b>2. Working at Height</b>  <b>E.g. changing light bulbs, stage lights, cleaning windows, putting up decorations, altering clocks, fixing projector to ceiling.</b></p>	<p>Anyone working at height could suffer injuries if they fall</p>	<p>Appropriate standard height stepladders are stored in the large store room and are available for use            Only users trained to use the stepladder to the mezzanine safely are allowed access. Notice warning others not to use it.            Two people must be present when ladders in use.            Printed copies of HSE guidance on step ladders are kept with ladders in store room</p>	<p>Check step ladders as partly of monthly property and safety check</p>	<p>Property Officer - Monthly</p>	
<p><b>3. Vehicle Movement</b></p>	<p>Pedestrians could be struck by cars entering or leaving the car park or manoeuvring in it</p>	<p>Entrance/exit to car park clearly marked            Notices restricting parking to users and banning use of car park for turning            Notice warning children not to play in car park            Car park is lit at night – motion sensitive</p>	<p>Car park now includes one way system and gates to restrict the size of vehicles using the car park.            No further action needed</p>		

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<b>4. Hazardous Substances (CoSHH)</b>	Cleaners (employed by cleaning company), any user using cleaning product – touching or inhaling vapour	Cleaners trained by their company and bring their own equipment and materials Cleaning products stored securely in locked storeroom Products in use in kitchen and bar area are kept in original containers and used in accordance with instructions	No further action needed		
<b>5. Electricity</b>	Users risk electric shocks or burns from faulty equipment or installation	Fixed installations correctly installed by qualified electricians. All repairs by qualified electricians. Portable equipment is checked annually by qualified electricians Users know they are responsible for any equipment used on site and that any item considered unsafe or broken should be marked and taken out of use (placed in bar area of Carnarvon room if possible) Plan displayed in hall with location of distribution box and supply master switch.	No further action needed		
<b>6. Stored Equipment</b>	Users could be injured by collapsing stacks	Users know where and how to stack tables and chairs and short mat bowling equipment Ladder from mainstore room can be used in bar stock room to allow safe access to high level storage	No further action needed		
<b>7. Manual Handling</b>	Users may suffer back pain if they try to lift objects that are too heavy Dragging heavy objects across the floor damages the surface and makes it more slippery	Trolleys are available to move the stage segments, table tennis tables, the short mat bowling mats and many of the chairs. Notices re manual handling and not dragging the chairs and tables have been placed in the large store room and behind the grey chair stacks in the Hall	No further action needed		

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8. Fire	Anyone trapped in the building could suffer fatal injuries from smoke inhalation and or burns	Fire risk assessment completed ( <a href="http://www.communities.gov.uk/fire">www.communities.gov.uk/fire</a> ) Procedures in the event of fire displayed in Hall Fire extinguishers placed as advised by qualified professional; annually inspected Both items checked as part of monthly Property and Safety check. Boiler serviced annually by qualified engineer	No further action needed		
9. Electric heaters	Anyone touching the heaters could suffer burns as they are very hot	Heater in inclusive toilet to be moved during toilet refurbishment as unable to place in safe position where water cannot drip onto it or users accidentally burn themselves on the hot surface. Warning notices placed above heaters in other areas	Work scheduled early 2023.	Local electrical contractors.	
10. Kitchen Contains hot equipment (cookers, dishwasher, warming cupboard, hot water). Sharp knives. Trays for the commercial dishwasher are very heavy when fully laden.	Any user could burn themselves, cut themselves, or injure their back handling the dishwasher trays	Cookers (domestic) and other kitchen equipment (commercial) carry warnings of hot surfaces. Dishwasher is sited where trays require limited lifting.  Some halls keep sharp knives locked away (for use by Hall volunteers) rather than in the kitchen – users who intend to cook are advised to bring their own knives and cooking utensils - particularly relevant to the proposed Cookery courses	Notice placed warning users to take care when putting their hands into the knife drawer.  No further action needed		

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<p><b>11. Pest control</b></p>	<p>Mice, rats, squirrels cockroaches or other unhygienic pests could gain access to the hall resulting in food poisoning, impact on reputation, prosecution</p>	<p>We are not a registered food business and the light use of the kitchen and the fact that we do not store food in the kitchen or in the hall indicate that we have an inherently lower risk despite our rural location.</p> <p>Our main controls are:</p> <ul style="list-style-type: none"> <li>• Requirement that users clean up after themselves – included in the hiring agreement and reinforced with notices in the hall and in the kitchen</li> <li>• Requirement that users report problems to us - included in the hiring agreement and reinforced with notices in the hall and in the kitchen</li> <li>• Regular routine cleaning and deep cleaning by a professional firm working to an agreed schedule</li> <li>• Secure external waste containers that are emptied frequently so as not to attract pests</li> <li>• The property is checked monthly and we have no evidence of infestation or places where pests could readily get in.</li> </ul> <p>Our main checks are:</p> <ul style="list-style-type: none"> <li>• A monthly visual inspection for evidence of infestation</li> <li>• Committee members also use the kitchen at least once a month and take action if there is any mess – this includes writing formally to users who have failed to clear up food mess.</li> </ul>	<p><b>We have reasonable assurance</b> that the kitchen is not infested with pests and that we need not buy a pest control contract. Keep this under review. The cost to the Hall of a contract would be in the region of £500 to £750 per year, adding 50p to 75p per hour to the hire charges.</p> <p>No further action needed</p>		

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<b>12. Mezzanine storage area accessed by wooden ladder</b>	Anyone climbing into the mezzanine area (to access storage or to operate the stage lighting and sound systems) could fall and injure themselves.	Ladder is fixed to the wall so it cannot slip. Balustrade fixed to the exposed section of the mezzanine area to prevent falls.	Replace the wooden steps with a permanent stair case when funds allow.	Trustees - Annually	

Reviewed conducted by David Davies, February 2022

Next review date: February 2023