

## Denton Village Hall Risk Assessment

What are the hazards?	Who might be harmed and how?	What are we already doing?	What further action is necessary?	Done
Slips, trips, 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	Car park surface maintained regularly Good lighting in car park and all hall rooms Users know to clear up spillages immediately and know where equipment for this is kept No trailing electrical leads	Surface to be inspected regularly and repaired as necessary	
Work at height eg changing light bulbs, cleaning windows, decorating, etc	Anyone working at height could suffer injuries, possibly very serious ones, should they fall.	Appropriate stepladder securely stored and available to use		
Hazardous substances, eg cleaning produces	Anyone cleaning risks skin problems from direct contact with cleaning chemicals. Vapour may cause breathing problems	Mops, brushes and rubber gloves provided Cleaning products stored securely		
Electricity	Users risk electric shocks or burns from faulty equipment or installation	Fixed installation correctly installed by qualified electrician 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	Ensure hall users know where the fuse box is and how to switch off supply in emergency PAT testing carried out as required	
Stored equipment	Users could be injured by collapsing stacks	Users know they must stack tables and chairs safely and carefully Appropriate space allocated for storage		
Manual handling	Users may suffer back pain if they try to lift objects that are too heavy or awkward	Trolleys available to move heavy equipment (eg pool table) and users know where they are kept		
Fire	If trapped, people could suffer fatal injuries from smoke inhalation/burns	Fire risk assessment done	Ensure all actions identified in fire risk assessment carried out	
Accident, injury or symptoms of heart attack	Users could suffer an injury at any time	A defibrillator is on the wall near the entrance to the Village Hall. First aid box readily available Accident Forms for completion, if necessary, are readily available An Accident Book is available but filed away for Data Protection purposes.	Regular checks of first aid box and servicing of defibrillator in place	
Covid 19	All hall users at risk of transmission of the virus	Risks identified and actions taken to minimise transmission	Ensure all actions identified in Covid 19 risk assessment carried out	