



HEALTH AND SAFETY RISK ASSESSMENT

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Notes
Vehicle movement	Pedestrians could suffer injury if struck by cars entering, leaving, or manoeuvring.	Entrance/exit to car park clearly visible. Sensor lighting to light car park during darkness on movement. Users advised (through hire agreement) that if the car park is congested, it is necessary to control parking by marshals wearing high-visibility vests (booking policy 1)	1. Install signage in car park advising of caution for moving vehicles.	1. Trustees	1. By next review of policy	
Electricity	Users risk electric shocks or burns from faulty equipment or installation.	Fixed installations correctly installed by qualified electrician and inspected regularly. All repairs carried out by qualified electrician. Safety plugs in sockets. Users advised (through hire agreement) that portable equipment considered unsafe should be marked, taken out of use and that the Booking Secretary should be informed (booking policy 7).	1. Maintain records of portable appliance testing and ensure equipment is suitably marked. 2. Periodic inspection of wiring to occur. Last certificate issued 28/11/2022 and expires 29/11/2027. 3. More safety sockets needed for missing ones.	1. Trustees 2. Trustees 3. Trustees	1. Ongoing 2. By expiry of certificate 3. Ongoing	

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		Portable equipment checked for visual signs of damage before use. Centre users know that they are responsible for any equipment they use on site (booking policy 7). "Where to go for" signage installed to ensure all users know where the electricity consumer unit is and how to switch power supply off in an emergency.				
Stored equipment and materials	Users could be injured by collapsing stacks or shelves. Safety of users could be compromised by uncontrolled storage of materials.	Signage reminds users that they must stack tables and chairs carefully so that the stacks do not collapse, and to take care that storage shelves are not overloaded.	1. Ensure that there is no storage of combustible material immediately adjacent to the boiler. 2. Ensure there that is no storage of combustible material under the main hall other than those authorised by the Trustees. 3. Regularly review storage of materials in the Centre and must not store hazardous or combustible materials on the premises.	1. Trustees 2. Trustees 3. Trustees	1. Ongoing 2. Ongoing 3. Ongoing	
Manual handling	Users may suffer injury if they try to lift objects (eg chair stacks) that are heavy or awkward.	Users are required to carry out risk assessment specific to their activities as part of the centre hire agreement (booking policy 16) along with any supplementary insurances. Signage installed to ensure that hirers/users know of the risk of injury if attempting to lift items such as stacked chairs.				

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Hazardous or polluting substances (eg cleaning products)	The cleaner, and others cleaning or using the Centre, risk skin problems (eg dermatitis) and eye damage from direct contact with cleaning chemicals. Vapour may cause breathing problems or a source of ignition. Spillage may cause slip hazard. Spillage of heating oil may cause environmental damage.	Ensure contractor has suitable PPE for the task of cleaning. Ensure contractor has COSHH training for chemicals used to clean the centre. All cleaning products are marked clearly with their contents and any hazards. Cleaning materials are stored securely, out of contact with users, and that the storage area is marked to indicate that it houses hazardous substances.	1. Check if oil storage tank is integrally banded. If not, provide oil-resistant secondary containment bund capable of containing at least 110% of the nominal capacity of the tank. 2. Erect a barrier between the car park and oil storage tank to prevent collision from manoeuvring vehicles.	1. Trustees 2. Trustees	1. By next oil delivery 2. Action to be reviewed when next development opportunity
Work at height (eg Changing light bulbs, cleaning windows, putting up decorations).	Anyone working at height could suffer injuries, possibly serious, should they fall.	Appropriate commercial stepladder securely stored and available for use by trained people.	1. Print copies of HSE guidance of safe use of stepladders and make available to those who may use stepladder. 2. Put in place system for regular checking of condition of stepladder.	1. Trustees 2. Trustees	1. Ongoing 2. Ongoing
Slips, trips and falls	Users of the Centre and car parks may suffer injuries if they slip or trip (eg slipping	Adequate lighting is provided in all rooms and corridors. No storage is allowed in corridors or emergency exit routes.	1. Consider providing parking space for visitors with registered disability as	1. Trustees	1. By next review

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	on spillages or tripping over stairs).	Car park surface to be maintained to be as even as possible. Appropriate signage ensures users are aware where equipment (eg first aid kits and fire extinguishers) are located. Walk around checks ensure emergency exits are clear of obstacles and overgrowth. Non-slip mat at main entrance to prevent rainwater being carried into building. High visibility markings to the edge of internal steps between the main hall and the lobby and storage room to main hall. High visibility markings to the external steps on the emergency exit route leading from the north emergency exit of the main hall to the car park. Sign on door leading from the main hall to the lobby that the door and stairs are not to be used as an emergency exit in the event of fire and that the door is to be kept closed during main hall use. Sign to internal face of double doors connecting storage room to main hall to inform users that there is a fall hazard. Handrails to internal stairs are painted in highly contrasting colour to walls to ensure that they are clearly visible. Hirers/users are made aware (through the Hire Agreement) that they must clear up spillages	close as possible to the Centre main entrance. 2. Ensure incident/accident book and review regularly. 3. Wheelchair access ramp to Main Hall from Dunn Street exceeds recommended safe incline limits. Ensure that ramp is kept free from slime and moss. 4. Consider installation of suitable barrier between end of ramp and Dunn Street to prevent wheelchairs from running out of control onto road. 5. Erect signage to inform users of the location of wheelchair access to the lower building and to the main hall. 6. Paint handrail to external emergency route steps leading from main hall to car park in high visibility colour (eg white or yellow).	2. Trustees 3. Trustees 4. Trustees 5. Trustees 6. Trustees	2. Ongoing 3. Ongoing 4. At next development opportunity 5. At next development opportunity 6. Consider by next review
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		immediately, that hot drinks must not be carried from the kitchen to the main hall, and that emergency exits and routes must never be blocked. Signage is clear that emergency exit routes are to be kept clear at all times. Step markings to the internal stairs are clear.				
Strangulati on	Becoming tangled in pull cords of blinds in meeting room	Cords ending in a loop are particularly dangerous. Pull-cords on blinds should be kept short and out of reach of children and tied up on hooks.	1. Keep chairs, tables or shelves away from windows to prevent children climbing up and reaching blind cords.	1. Trustees	1. Ongoing	

Signed: *Thakelin*

Position: *Chairman*

Date: *13.05.2025*