

Annex A

Wallops Parish Hall – H & S Risk Assessment Table

Users of the hall are Hirers, the Committee, Parish Councillors, Local Organisations, Contractors, Cleaners, Visitors, Children, the Elderly and the Disabled.

Hazard Area / Risks	Affected	Actions Taken	Further Actions to be taken	By Who	Frequency
Car Park – Pedestrian Use Slips, trips and falls	Pedestrian Users	Gravel surface maintained level as possible. Paved footpath alongside hall kept clear. Disabled parking area provided next to hall foyer. (Signed/coned when major event.) Outside lighting available.	Gravel raked level if furrows develop. Vegetation cut/path swept as required. Monthly Fire Check	Secretary Secretary. Secretary Secretary	As required Monthly
Car Park – Vehicle Movement Traffic accidents injuries	Pedestrian users and drivers	Wide single entrance to car park maintained. (Also provides access for emergency vehicles). Speed limited to under 5 mph naturally by small area. Users running large events to provide marshals.	Monthly Fire Check Hall Agreement Hall Agreement	Secretary	Monthly
Movement - Hall Exits Slips, trips and falls	Users	Entrance ramps kept clear and maintained. Entrances have mats to reduce damp carried in. Emergency exits have working lights. (Foyer also has PIR light system). Emergency exits unobstructed. Rear steps and kitchen steps have handrails.	Swept as required. None Monthly Fire Check None Monthly Fire Check None	Secretary Secretary Secretary	As required Monthly Monthly
Movement - Inside the Hall Slips, trips and falls	Users	All main rooms have emergency lighting if power fails. No storage in corridors. No trailing leads. Vinyl floors have non-skid finish. All carpets fixed. Spillages to be cleared up immediately. Hall furniture stowed/stacked when out of use (Instruction check list in each room.) Cleaner uses approved cleaners on floors.	Monthly Fire Check NFA. NFA. None Users and cleaner briefed. Hall Agreement and user briefing. Discussed with Secretary.	Secretary	Monthly
Hazardous Substances Skin/eye damage, Breathing problems	Cleaner Users	Mops, brushes and rubber gloves provided. Cleaning products stored securely. Cleaner and users briefed.	Checked/replenished Discussed with Secretary.	Secretary Secretary	As required As required

Hazard Area / Risks	Affected	Actions Taken	Further Actions to be taken	By Who	Frequency
Working at Height Falls/Injuries	Users	High commercial ladder stored in locked boiler room. (Normal access is WASPs' technician and secretary.) Contractors provide own ladders or tower system.	Annual condition check Users briefed on safety.	Secretary Secretary	Annual As Required
Electricity Shocks/burns	Users	Fixed installations correctly installed, maintained, repaired and inspected by qualified electricians. Portable equipment checked periodically. Users briefed that they are responsible for any equipment that they bring onto or use on site. Users briefed on location of mains switches. Safety plugs in sockets.	Mandatory 5 yearly inspection. Installation Certificates catalogued. Hall Agreement and user briefing.	Secretary Secretary Secretary	5 Years Periodic
Heating System Burns/scalds	Secretary	Oil tank spillage and fire risk assessment. (Bunded tank. No formal protection required.) Boiler kept in safe working condition. Boiler in locked room with external door. Radiators are low surface temperature type.	Service check by qualified engineer. Service check by qualified engineer. None None.	Secretary Secretary	Periodic Annual
Hot Water Sytem Burns/scalds	Users	Both unvented Magaflo immersion boilers locked away (in cleaner's cupboard/boiler room). Water temperature signs displayed by hot taps (C60°).	Serviced as required. None	Secretary	As required
Stored Equipment Collapsing stacks Pains and sprains	Users	Table trolley provided. Chair mover provided (max 8 chairs moved at time). Users briefed on handling and storeroom layouts.	Annual condition check Annual condition check	Secretary Secretary	Annual Annual
Fire Safety If trapped, fatal injuries (smoke inhalation/burns)	Users	Fire Risk Assessment maintained. (Available on Parish Hall Website.)	Updated if changes. Annual validation.	Secretary Man Cttee	As required Annual

Notes

- The hall was refurbished in 2010 and meets current building regulations regarding fire hazard and disabled access.
- The hall does **NOT** contain any gas appliances, LPG installation, Asbestos (removed in 2010) or plumbing items that spray water (risk of Legionella Bacteria).