

# RISK ASSESSMENT

## Horton Village Hall, Somerset TA19 9QR

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?	Done
<b>Slips, trips and falls</b>	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	<ul style="list-style-type: none"> <li>Car park surface maintained to be as even as possible.</li> <li>Parking spaces for visitors with disabilities available next to hall entrance.</li> <li>Good lighting in car park and all rooms and corridors in hall.</li> <li>Users are told to clear up spillages immediately and know where equipment for this is kept.</li> <li>Mats at entrances to stop rain water being carried in.</li> <li>No storage in corridors</li> <li>No trailing electrical leads/cables.</li> </ul>	<ul style="list-style-type: none"> <li>Surface to be inspected regularly and repaired as necessary.</li> <li>No further action needed</li> <li>No further action needed</li> <li>No further action needed</li> <li>No further action needed</li> <li>No further action needed</li> <li>No further action needed</li> </ul>	B&G WG  N/A N/A N/A  N/A  N/A N/A	Ongoing  N/A N/A N/A  N/A  N/A N/A	Ongoing  N/A N/A N/A  N/A  N/A N/A
<b>Work at height</b>	Anyone working at any height could suffer injuries, possibly very serious ones, should they fall.	<ul style="list-style-type: none"> <li>Appropriate, commercial stepladder securely stored and available for use. HSE guidance on safe use of ladders available</li> <li>Hall users know that they are responsible for using the stepladder safely.</li> <li>Hall committee members and cleaner know how to use the stepladder safely.</li> </ul>	<ul style="list-style-type: none"> <li>No further action needed</li> <li>No further action needed</li> <li>No further action needed</li> </ul>	N/A  N/A  N/A	N/A  N/A  N/A	N/A  N/A  N/A
<b>Manual handling</b>	Users may suffer back pain if they try to lift objects that are too heavy or awkward.	<ul style="list-style-type: none"> <li>Trolleys available to move heavy equipment and users know where they are kept.</li> </ul>	<ul style="list-style-type: none"> <li>No further action needed</li> </ul>	N/A	N/A	N/A
<b>Stored equipment</b>	Users could be injured by collapsing stacks.	<ul style="list-style-type: none"> <li>Users know that they must stack tables and chairs carefully so that they do not collapse</li> </ul>	<ul style="list-style-type: none"> <li>No further action needed</li> </ul>	N/A	N/A	N/A