

Iffley Church Hall Health & Safety Risk Assessment

Hazard	Who may be harmed and how	Preventative measures in place	Further measures required	Person Responsible	Action by when	Done	Review
Slips, trips and falls	All users; injury	Level going throughout ground floor, ramp to Committee Room has handrail; handrail on stairs to first floor, good lighting levels to interior and courtyard, rear steps have painted nosings	None				Annual by Committee
Working at Height	Committee members, some Hall users, contractors. Injury	Rules for use of stepladders on kitchen notice board. Employ competent contractors with own equipment	Make rules known to users in hire agreement. Inspect ladders annually	Bookings Secretary Chairman	November 2018 October 2019		Annual by Committee
Food Safety	All users of kitchen area. Food poisoning	14-point Food Safety Rules displayed on kitchen notice board. Pest control contract in place.	Require users to use qualified caterers or adhere to standards via hire agreement	Bookings Secretary	November 2018		Annual by Committee
Kitchen Safety	All users of kitchen and pantry areas. Scalds and burns		Exclude children from kitchen. Include requirement in terms and conditions agreement	Bookings Secretary	November 2018		Annual by Committee

Hazardous Substances e.g. cleaning products	Cleaning staff, Committee members, some Hall users. Skin damage, eye injury, vapour fumes	Cleaning materials in locked cupboard with key inaccessible to children	Review products and exclude those designated 'irritant'. Fix child lock to kitchen cupboard where dishwasher chemicals stored	Secretary John Dean	March 2019 December 2018		Annual by Committee
Electricity	All users. Electric shock or burns from faulty equipment	Employ only qualified certificated contractors. All portable appliances checked annually. Committee members make visual checks when using equipment. Periodic inspection of fixed wiring under quinquennial survey	Require hirers to use PAT tested equipment. Ensure users know location of fuse box to isolate hazards		November 2018		Annual by Committee
Gas	All users. Escape of gas from faulty boiler.	Low risk. Annual service contract in place	None				Annual by Committee
Asbestos	Users at negligible risk. Asbestos only poses risk if fibres inhaled. Maintenance workers most at	No measures in place. It is not known if asbestos is present	None				Annual by Committee

	risk						
Manual Handling	Users may suffer back pain if chairs and stage equipment moved incorrectly	Trolleys provided for chair movement. Staging rarely used.	Advise users when staging is booked.	Bookings Secretary	Ongoing		Annual by Committee
Fire	All users. Injury or death	Actively implemented Fire Safety Risk Assessment in place since 1 February 2015. Fire detection system checked weekly and serviced twice a year. Fire safety notices, extinguishers and fire blanket in place checked monthly and serviced annually.	None				Annual by Committee

This assessment was approved, with amendments, by the Hall Committee at its meeting on 31 October 2018

John Harris

Chairman

15 November 2018