

## Hardingstone Parish Council Parish Room Risk Assessment

Activity/ Process/ Operation	What are the Hazards to Health and Safety	What Risks do they pose and to whom?	Risk Level H/M/L	What precautions have been taken to reduce the risk?	Risk Level Achieved H/M/L	What further action is needed to reduce the risk
General use of building for meetings etc	Electricity	Users, Visitors, Contractors risk electric shocks or burns from faulty equipment or installation	H	Fixed installation correctly installed by qualified electrician, All repairs to be carried out by qualified electrician  Portable equipment to be checked for visual signs of damage before use. Building users to be informed that they are responsible for inspecting any electrical equipment used/brought on site prior to use	L	All users to be made aware of the Parish Councils Building usage policy relating to electrical equipment  No further action required
Cleaning/Housekeeping	Hazardous substances (cleaning products)	The cleaner, and other persons cleaning, risk skin problems, (dermatitis and eye damage, from direct contact with cleaning chemicals)	M	Mops, brushes and rubber gloves provided. Cleaning products marked. Cleaner to use products safely (follow instructions on label) Cleaning products stored securely.	L	Cleaners need to check for dry, red or itchy skin on their hands/body and, if present report to doctors for advice and report findings to the Clerk

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Slips, Trips, Falls	Cuts, Bruises, Broken bones	All users of building, Visitors, Contractors	M	Inspections, Spillage to be cleared immediately, Carpet fixed in place, Non slip flooring	L	Daily/Weekly Inspection
Storage Room	Unsafe storage of items	Struck by collapsing stacks/falling objects	L	Storage room kept closed Users to be informed that they must stack tables and chairs carefully/safely so that they do not collapse.	L	Refer to parish room usage policy
General use of building for meetings etc	Fire, Smoke	Fatal injuries from smoke inhalation/burns to all users/visitors of the building	H	Please refer to Fire Risk Assessment in Health and Safety/RA file.	L	Inspections and maintenance schedules in place
Changing light bulbs, cleaning windows, putting up decorations etc.	Working at height	Anyone working at any height could suffer injuries should they fall	M	Appropriate industrial stepladder securely stored and available for use. Users are responsible for using the stepladder safely.  Parish councillors and cleaner ensure they know how to use the stepladder safely.	L	No further action required
Main room	Unsafe storage of items	Struck by collapsing stacks/falling objects. All users	L	Users to be informed that they must stack chairs carefully/safely so that they do not collapse.	L	Refer to parish room usage policy

**Risk Assessment Version No.....**

**Risk Assessment and recommended actions agreed on    Date.....**