

RISK ASSESSMENT FORM



PART A. ASSESSMENT DETAILS:

All areas and activities

Location of activity: Parish Rooms, Church Lane

Parish Council Office Address & Contact details:	Hundleby Parish Council Church Lane Hundleby PE23 5NA	Name of Person undertaking Assessment:	
		Signature:	
		Date of Assessment:	

PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:

List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
Slips and trips Examples: spillages, loose cables	Cleaner Council members Members of the public Visitors	Slips/trips/ sprains/collisions	<ul style="list-style-type: none"> • Appropriate lighting in kitchen, toilets and hall. • Remind cleaner to wear sensible shoes eg flat shoes with a good grip • Users aware of the need (through hire agreement) to clear up spillages immediately and aware of where the equipment for this (mops etc.) are kept. • Mats to be placed at entrance to prevent rainwater being carried in. • No trailing electrical leads. • <u>Monthly inspection regime in place with all inspections being recorded.</u> • Monitoring of all rooms prior to activity by activity lead and any trip hazards to be removed. Any defects or leaks to be reported immediately to the clerk and isolated with signs. • Outside – regular monitoring of walkways, entrance/exit and recorded on monthly checklist. If harsh frost is forecast activity lead to assess whether entrances/exits and external walkways should be gritted. Any ice or snow to be cleared away

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<p>Working at height e.g. cleaning windows</p>	<p>Cleaner Parish Council members Volunteers</p>	<p>Sprains, broken limbs, or the potential for a fatality resulting in a fall from a height.</p>	<ul style="list-style-type: none"> • Appropriate, commercial stepladder securely stored and available for use. • Stepladder only to be used by competent and authorised personnel. • Stepladder/ladder subject to monthly recorded condition checks • Copies of 'Safe use of Ladders' guidance available next to ladder storage area and read and understood by anyone before using • Ladders to be set up on firm, level ground with any 'stays' correctly positioned • Staff are reminded to re-position the ladder before they clean another window, to reduce the risk of an accident from over-reaching • Stepladders only used for low-level, short-duration work (less than 30 minutes) • Contractors to be used for tasks which require specialist equipment/skills.
<p>Hazardous substances i.e. cleaning products, bleach etc.</p>	<p>Cleaner Others who may use a cleaning product to clear up a spillage Visitors who may accidentally come into contact with substances</p>	<p>Skin problems i.e. dermatitis, eye damage from direct contact with substances, breathing problems from vapours. Accidental ingestion.</p>	<ul style="list-style-type: none"> • Mops, brushes and rubber gloves (Personal Protective Equipment) provided. • Cleaning products classified as 'irritant' or above (i.e. corrosive etc.) replaced, where possible, with a milder product. • Cleaner/Site Supervisor instructed on the safe use of products i.e. follow users instructions, dilute properly, use in well ventilated areas and never transfer to unmarked containers. • Records of instruction maintained. • COSHH related substances are to be stored in a suitable locked cupboard when not in use. A COSHH assessment for each product that carries a COSHH hazard label to be in place, read and understood by users. PPE as per the COSHH assessment to be readily available and used. • COSHH store to be clearly marked.

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			<ul style="list-style-type: none"> • Minimum amount of cleaning products kept on site.
<p>Electricity</p>	<p>Cleaner Parish Council members Other hall users Visitors Contractors</p>	<p>Users risk electric shock or burns from faulty equipment or installation.</p>	<ul style="list-style-type: none"> • Fixed installations correctly installed, maintained and repaired by qualified electrician. • Fixed installation regularly inspected – legal requirement is for every 5 years. • New portable appliances (kettles, strimmers, drills etc.) all carry the CE mark and are entered on the Asset Register • Portable equipment visually checked by users before use. • All Parish Council owned portable appliances (kettles, vacuum cleaners etc) PAT tested annually. • Hall users know (via their hire agreement) that they are responsible for any equipment used on site. • Users to be told where mains isolation switch is located. • Any extension cables to external appliances are suitably waterproofed and protected. • Any cables are suitably covered or marked to prevent them being a trip hazard and cable trunking supplied where appropriate
<p>Lone Working</p>	<p>Cleaner</p>	<p>Staff could suffer injury or ill health while working alone</p>	<ul style="list-style-type: none"> • Staff to inform third party of proposed working hours. • Staff to carry a mobile phone • Report all instances of accidents/incidents and near misses to the clerk • Contact 999 immediately if any concerns around safety or security and you feel at risk • Council will ensure that monthly H&S checks are up to date and any issues that could have an impact on lone working are reported to the clerk • Ensure staff complete an individual risk assessment with clerk if they have any underlying health conditions and that a plan is in place

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<p>Manual handling. Movement of equipment, furniture etc.</p>	<p>Cleaner Parish council members Volunteers Hall users</p>	<p>Users may suffer strains, back pain etc. if they attempt to lift and carry equipment that is too heavy or awkward to handle.</p>	<ul style="list-style-type: none"> • Tables – always assess the load and the route to be taken – large or heavy items may need 2 people to lift safely • Gloves are recommended for use when moving or handling furniture and equipment. • Staff trained how to lift properly. • Only carry what you are comfortable with. Consider sharing or reducing the load
<p>Asbestos. May be present in older buildings in pipe lagging, boiler insulation, fire resistance etc</p>	<p>Cleaner Parish council members Volunteers Hall users Contractors</p>	<p>Inhalation of fibres due to disturbance of asbestos.</p>	<ul style="list-style-type: none"> • Asbestos survey conducted and report produced which indicates the whereabouts of any asbestos. • Asbestos survey report available to all contractors. • Warning signage displayed in areas where asbestos is present informing contractor and users not to disturb. • Regular visual inspections carried out and recorded of condition of asbestos containing areas. • In the event of a suspected disturbance of asbestos all users are informed to evacuate the premises immediately and contact the Site Supervisor. • Removal of disturbed asbestos and cleaning of contaminated area(s) to be undertaken by a specialist contractor.
<p>Fire</p>	<p>Cleaner Parish council members Volunteers Hall users Contractors</p>	<p>Fatality, serious burns, smoke/toxic fumes inhalation.</p>	<ul style="list-style-type: none"> • Fire risk assessment in place and any actions completed and reviewed annually • Regular and recorded checks of means of escape routes. • Safe condition (green with white pictograms) signage showing fire exits. • Action on discovering a fire notices clearly displayed in the premises and included in the hire agreement and explained during new user induction. • Appropriate fire extinguishers in situ and visually checked monthly and serviced annually.

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			<ul style="list-style-type: none"> • Users are informed that they are responsible for the evacuation arrangements for any of their users with special needs. • Emergency lighting tested monthly and annually by a competent person • Emergency evacuation plan in place and everyone using the hall made aware through induction • No smoking site
First aid provision	Cleaner Parish council members Volunteers Visitors members of the public	Any of the injuries referred to in the risk assessment document	<ul style="list-style-type: none"> • Sufficient first aid boxes, fully stocked with in date first aid items. To be checked monthly • Mobile phone to be carried by activity lead. • Signage informing public where first aid box is available is clearly displayed. • Any COSHH sheets copied and kept with first aid box
Disposal of waste	Cleaner Parish council members Volunteers Visitors members of the public	Vermin Infestation Public hygiene Hazardous waste (light tubes, paints, oils etc.) Slips and trips Data protection	<ul style="list-style-type: none"> • Arrangements with local council for the disposal of any waste classed as hazardous i.e. light tubes, medical waste etc. • Sufficient waste disposal bags/containers available with arrangements for immediate collection or storage until refuse collection day. • All relevant people to be briefed on arrangements. • Any data with personal details to be confidentially disposed of (shred) when appropriate in accordance with the records retention policy
Kitchens	Everyone	Burns electrocution	<ul style="list-style-type: none"> • Adults only to use equipment • Be aware that some items remain hot after use • PAT testing of electrical equipment to be undertaken regularly • All sockets to be turned off when not in use • Fire blanket available • Fridge temperatures checked regularly and recorded • Weekly flushing of taps when building is not in use for longer than a

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			week
Bodily Fluids	Everyone	Infection/Illness	<ul style="list-style-type: none">• Clear up any vomiting, diarrhoea or blood immediately