

## Clachan Village Hall Generic Risk Assessment

What are the hazards?	Who might be harmed and how?	What is already being done?	What further action is necessary?	Action by whom?	Action by When?	Done?
<b>Vehicle Movement</b>	Pedestrians could suffer injury if struck by car entering or leaving the car park or moving in it	Exterior lighting on approach and car park well lit; Entrance/exit and spaces clearly marked For large events parking controlled by marshals	1 Signage each end of lane to warn motorists to beware of pedestrians 2 Clarify boundary on north side of lane and cut back foliage to provide pedestrian space 3 Clarify boundary and install lighting and steps to lane to reduce pedestrian exposure 4 Create new vehicular and pedestrian access via A83 to car park		Short term  Short term  Medium term (with grant application to Windfarm Trust)  Long term with new hall	

<b>Car Park slips falls and trips</b>	Pedestrians may suffer injuries if they slip, fall or trip	Car Park surface to be as even as possible; Parking space for visitors with disabilities next to entrance hall;	1 Conduct quarterly inspection of surface and fill potholes 2 Paint yellow cross hatching outside double doors to keep fire escape clear and repair handrail at fire escape steps 3 Scrape out and surface at gable nearest main entrance to create disabled car parking space with suitable signage		Ongoing quarterly  Short term  Medium term (with grant application to Windfarm Trust)	
<b>Hall slips, falls and trips</b>	Users of hall may suffer injuries if they slip, fall or trip	Good lighting at entrances (inside and out): Mats at entrance doors to stop rain water being carried in; No storage in corridors; No trailing leads/cables Users know (through hire agreement) to	1 Install new rain drip mats at main entrance and kitchen entrance doors 2 Either stop using double doors as general access way during events (except for setting up) and use main		Short term  Short term	

		clean up spills immediately Regular inspection of floorcoverings, sills, floor tiles etc Steps and changes in height highlighted	door only; or if double doors to be used then install drip mat			
<b>Work at height</b> eg changing light bulbs, putting up decorations	Anyone working at height could suffer or cause serious injury	Appropriate commercial stepladder securely stored and available for use; Hall users know (through hire agreement) they are responsible for using stepladder safely; Hall committee and other volunteers to know how to use stepladder safely.	1 Get professional advice on suitability of existing step ladder and if necessary purchase new ladder to proper spec 2 Keep ladder safety notice with ladder 3 Dispose of old wooden steps		Short term  Short term  Short term	
<b>Hazardous substances</b> eg cleaning products	Those undertaking cleaning duties risk skin problems from contact with chemicals or through inhaling vapour	Mops, brushes and strong rubber gloves provided; Use "irritant mild" products; Use products safely as per label; dilute properly and never	1 Check existing stock of cleaning products and clear out as necessary 2 Agree approved list of "safe" products to		Short term  Short term	

		transfer to unmarked container; Store cleaning products securely	inform future purchases 3 Obtain product safety leaflets with new products		Short term	
<b>Electricity</b>	Users risk electric shocks or burns from faulty equipment or installation	Fixed installation correctly installed by qualified electrician and inspected regularly/at least once a year; All repairs by qualified electrician; Safety plugs in sockets Portable equipment checked for visible damage before use and PAT tested not more than 3 year intervals; Hall users know they are responsible for any equipment used on site	1 System check recently undertaken and report received and recommendations being implemented 2 Pantomime equipment referred to in recent report to be updated 3 PAT and fixed system check every 3 years		Short term  Short term before next pantomime  Every 3 years	
<b>Stored Equipment</b>	Users could be injured by badly stacked/stored equipment	Users know they must stack tables and chairs carefully so they do not collapse	1 This is included in letting terms and conditions		Done	

<b>Manual Handling</b>	Users may suffer back pain or other injury if they try to lift objects too heavy or awkward	Trolleys available to move heavy equipment and users know where they are kept	1 Repair and bring larger trolley back into service 2 Create best practice storage and transport facilities		Short term  Longer term with new hall	
<b>Fire</b>	If trapped users could suffer injury from fire/smoke inhalation/burns	Fire Risk Assessment Done?	1 Fire extinguisher check recently completed 2 Fire Service to conduct fire risk assessment and report		Annual  Short term	
<b>Asbestos</b>			1 Only exists in roof so far as known 2 Repair work to roof to be undertaken appropriately 3 Replace roof		Do not disturb  Ongoing  Medium term as part of grant application or	

					longer term with new hall	
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