

Risk assessment template

Company name: **POWICK PARISH HALL**

Assessment carried out by: **KENT**

Date of next review: **31 MAR 25**

Date assessment was carried out: **1 APR 24**

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages.	General good housekeeping is carried out. All areas well lit No trailing leads or cables. No trip hazards – Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately.	Nil	N/A	N/A	
Working at height	Contractors, users of the hall installing decorations, members of the committee carrying	Contractors instructed to follow safe working practices and provide Risk Assessments and Method Statements. Users of the hall and	Regularly check the ladders in the storeroom for wear and tear. Add a six-monthly check to the Management Committee Agenda	Caretaker	Ongoing	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
	out routine maintenance	members of the committee should check that the ladder is safe to use as described in HSE leaflet Safe Use of Ladders and Stepladders				
Falling objects	All hall users	Secure fixation of all high equipment. Monitoring of high-level light installations,	Check equipment 6 monthly	Caretaker	Ongoing	
Poor storage	Users of the Hall who are setting up or dismantling an event might suffer strains and crush injuries.	Storage trolleys used to move furniture.	Nil	N/A	N/A	
Use of COSHH	Cleaner	Restrict use of cleaning products to cleaner	Keep cleaning cupboard secure	Cleaner	Ongoing	
Manual handling	Users may suffer back injury when	Mobile storage trollies provided	Maintain serviceability of trollies.	All	Ongoing	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
	moving heavy items, e.g. tables and chairs		Encourage the movement of trolleys and furniture by fit and able individuals.			
Lone working	Management Committee Cleaner	Cleaner has been working at the hall for many years is experienced and comfortable in the role. Read and understood the recommendations in the HSE leaflet Protecting Lone Workers and hand a copy to the Cleaner.	Nil	N/A	N/A	
Carbon Monoxide	All hall users	CO alarm	Maintain serviceability of heating system. 12 monthly servicing	Secretary	Ongoing	
Electricity	All hall users	Safety inspections Timer on cooker	Keep PAT testing up to date	Secretary	Ongoing	