

Company name: Bierton Sports Centre/Jubilee Hall

Date of risk assessment: 3 February 2022

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
<b>Slips, trips and falls</b> Eg uneven surface of car park, cleaning floors etc.	Users of the hall and car park may suffer injuries such as fractures or bruising if they slip, eg on spillages or trip over objects.	<ul style="list-style-type: none"> <li>■ Car park surface maintained to be as even as possible.</li> <li>■ Parking spaces for visitors with disabilities available next to hall entrance.</li> <li>■ Good lighting in car park and all rooms and corridors in hall.</li> <li>■ Users know (through hire agreement) to clear up spillages immediately and know where equipment for this is kept.</li> <li>■ Mats at entrances to stop rain water being carried in.</li> <li>■ No storage in corridors.</li> <li>■ No trailing electrical leads/cables.</li> </ul>	<ul style="list-style-type: none"> <li>■ Surface to be inspected regularly and repaired as necessary.</li> </ul>	Parish Councillor	Inspect three monthly	
			<ul style="list-style-type: none"> <li>■ Check that hall cleaner knows which products to use on which type of floor.</li> </ul>	Cleaner		
<b>Work at height</b> Eg changing light bulbs, cleaning windows, putting up decorations etc.	Anyone working at any height could suffer injuries, possibly very serious ones, should they fall.	<ul style="list-style-type: none"> <li>■ Appropriate, commercial stepladder securely stored and available for use.</li> <li>■ Hall committee members and cleaner know how to use the stepladder safely.</li> </ul>	<ul style="list-style-type: none"> <li>■ Put in place system for checking condition of stepladder.</li> </ul>	Handyman		
			<ul style="list-style-type: none"> <li>■ Consider implications for work at height of any future alterations to the hall.</li> </ul>			

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
<b>Vehicle movement</b>	Pedestrians could suffer serious injury if struck by cars entering/leaving car park or moving in it.	<ul style="list-style-type: none"> <li>■ Entrance/exit to car park clearly marked.</li> <li>■ For large events, parking controlled by marshals wearing high-visibility vests.</li> <li>■ Car park well lit.</li> <li>■ Skip/recycling collection takes place at times when hall not in use.</li> </ul>				
<b>Hazardous substances</b> Eg cleaning products	The cleaner, and others cleaning, risk skin problems, eg dermatitis and eye damage, from direct contact with cleaning chemicals. Vapour may cause breathing problems.	<ul style="list-style-type: none"> <li>■ Mops, brushes and strong rubber gloves provided.</li> <li>■ Cleaning products marked 'irritant' replaced with milder alternatives.</li> <li>■ Cleaner trained to use products safely, eg follow instructions on the label, dilute properly and never transfer to an unmarked container.</li> <li>■ Cleaning products stored securely.</li> </ul>	<ul style="list-style-type: none"> <li>■ Cleaner reminded to check for dry, red or itchy skin on her hands and, if finding any, to go to doctors for advice and to tell the secretary to the management committee.</li> </ul>	Cleaners		
<b>Electricity</b>	Users risk electric shocks or burns from faulty equipment or installation.	<ul style="list-style-type: none"> <li>■ Fixed installation correctly installed by qualified electrician and inspected regularly.</li> <li>■ All repairs by qualified electrician.</li> <li>■ Safety plugs in sockets.</li> <li>■ Portable equipment checked for visual signs of damage before use.</li> <li>■ Hall users know they are responsible for any equipment used on site.</li> <li>■ PAT Testing carried out annually by qualified person.</li> </ul>	<ul style="list-style-type: none"> <li>■ Make sure hall users know who to contact in an emergency.</li> </ul>			
			<ul style="list-style-type: none"> <li>■ Remind users that portable equipment considered unsafe should be marked and taken out of use.</li> </ul>			
<b>Stored equipment</b>	Users could be injured by collapsing stacks.	<ul style="list-style-type: none"> <li>■ Users know that they must stack tables and chairs carefully so that they do not collapse</li> </ul>	<ul style="list-style-type: none"> <li>■ No further action needed.</li> </ul>			

<b>Manual handling</b>	Users may suffer back pain if they try to lift objects that are too heavy or awkward.	<ul style="list-style-type: none"> <li>■ Trolleys available to move heavy equipment and users know where they are kept.</li> </ul>	<ul style="list-style-type: none"> <li>■ No further action needed</li> </ul>			
<b>Fire</b>	If trapped, staff could suffer fatal injuries from smoke inhalation/burns	<ul style="list-style-type: none"> <li>■ Fire risk assessment up to date and displayed on noticeboard.</li> <li>■ Smoke alarms are installed in kitchens.</li> <li>■ Fire extinguishers installed and checked regularly.</li> <li>■ All fire exits clearly labelled, kept clear and unlocked when centre is in use.</li> <li>■ Regular hirers to arrange their own fire drills.</li> </ul>	<ul style="list-style-type: none"> <li>■ Ensure the actions identified as necessary by the fire risk assessment are done.</li> <li>■ Smoke alarms and fire panel tested each month.</li> </ul>	Clerk/Hirers	From now on	
<b>Chairs and Tables</b>	These can cause clutter and people could trip over or bump into the. They could also fall onto people if they are stacked incorrectly.	Clear tables and chairs away after each session. Do not stack chairs more than 8 high and put all tables in trolleys provided. Advise all hirers of this.				
<b>Outdoor steps and ramps</b>	These are hard and people could be injured if they trip and fall on them.	Have outdoor lighting which is on at all times when the centre is used after dark. Ensure steps and ramps are kept clear of obstacles. Ensure disabled access is clearly visible and kept clear.				
<b>Overflowing</b>	Boiling water could land on people, scalding them. Overflowing could also lead to water getting into plug sockets which can cause electrocution.	Ensure kettles and urns are not filled over the maximum level. Ensure kettles are kept in kitchen and not used near children.				

<b>Litter in playground during activity</b>	Playground could be littered with broken glass, dog mess, litter etc that could cause injury or illness.	Playground to be checked regularly by volunteers and cleared of any debris using gloves and plastic bags, followed by hand washing. Bin emptied regularly.				
<b>Covid-19</b>	In the event of a further outbreak of Covid-19, the Parish Council's risk assessment will be implemented.	Await government and Acre guidelines.		Parish Council		
<b>Hot Water System</b>	Checks need to be made for the presence of Legionella in hot water systems etc	System checked by Handyman each month and results recorded and sent to the Parish Clerk				

