



Hiring and General Maintenance of the Community Room Risk Assessment

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| Date of Assessment: | 16/05/2024 |
| Date of Re-Assessment: | 16/05/2025 |

Persons involved in Assessment: Councillors of Spaldwick Parish Council, Sarah Cardwell (Parish Council Clerk)

Advisor: Mark Cardwell (CMIOSH)

| Description of Hazard and Risk | Nature of Harm Groups Affected | Existing Control Measures | L x S | Additional Controls | L x S |
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| | | | Level of Risk | | Residual Level of Risk |
| <p>Slips, trips, and falls</p> <p>e.g. uneven surface of car park, spills, cleaning floors etc.</p> | <p>Users of the hall and car park may suffer injuries such as fractures or bruising if they slip, e.g. on spillages or trip over objects.</p> | <ul style="list-style-type: none"> External and internal floor surfaces maintained (Car park part of the school) Good lighting throughout site (Internally) Torch available Gentleman's agreement in place with hirers of the room to clear up spillages Salt bin available in the road adjacent to the community room (Royston Avenue) in case of icy conditions Internal mats at entrance to stop rainwater being carried into the room Informal monthly visual inspections of the room during council meetings Storage cupboard available External security lights fitted | <p>2 X 4</p> <p>Moderate</p> | <ul style="list-style-type: none"> Consider purchasing a bag of salt to keep on site to use if required Car parking arrangements to be agreed with the school. (MOU) Include safety responsibilities in hire agreement | <p>1 X 4</p> <p>Tolerable</p> |
| <p>Work at height</p> <p>e.g. changing light bulbs, cleaning windows, putting up decorations etc.</p> | <p>Anyone working at any height could suffer injuries, possibly very serious ones, should they fall.</p> | <ul style="list-style-type: none"> Council committee members use own ladders for minor, light, short duration, and infrequent work from height Council committee members trained in step ladder use (See HSE Guidance) Ladders inspected pre use for any wear and tear Windows and gutters cleaned professionally and is the responsibility of the county council | <p>1 X 5</p> <p>Tolerable</p> | <ul style="list-style-type: none"> Include safety responsibilities in hire agreement | <p>1 X 5</p> <p>Tolerable</p> |
| <p>Vehicle movement</p> | <p>Pedestrians could suffer serious injury if struck by cars entering/leaving car park or moving in it.</p> | <ul style="list-style-type: none"> Entrance/exit to car park clearly marked Skip/recycling collection takes place in line with school arrangements when room not in use Access to community room car park is wide enough to accommodate vehicles and pedestrians. | <p>1 X 5</p> <p>Tolerable</p> | <ul style="list-style-type: none"> Include safety responsibilities in hire agreement | <p>1 X 5</p> <p>Tolerable</p> |

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| | | <ul style="list-style-type: none"> Speed limit in place and signage displayed External light | | | |
| Hazardous substances E.g. cleaning products | The cleaner (Self-employed), risk skin problems, e.g. dermatitis and eye damage, from direct contact with cleaning chemicals. Vapour may cause breathing problems. | <ul style="list-style-type: none"> Cleaning equipment and products provided PPE Available 2 'off the shelf' products ever used – low / non-hazardous. Instructions on back of bottle how to use Cleaning products stored securely | 3 X 3 Moderate | <ul style="list-style-type: none"> Consider installing childproof locks on the cupboards under the sink | 1 X 3 Minor |
| Electricity | Users risk electric shocks or burns from faulty equipment or installation. | <ul style="list-style-type: none"> Fixed Inspections carried out by qualified electrician Portable equipment checked for visual signs of damage before use and not used if found Hiring agreement to be drafted and issued to hirers of the hall, including safety responsibilities (lights, heaters) | 2 X 5 Moderate | <ul style="list-style-type: none"> PAT testing to be carried out | 1 X 5 Tolerable |
| Stored equipment | Users could be injured by collapsing stacks. | <ul style="list-style-type: none"> Users know that they must stack tables and chairs carefully so that they do not collapse | 1 X 4 Tolerable | <ul style="list-style-type: none"> None | 1 X 4 Tolerable |
| Manual handling | Users may suffer back pain if they try to lift objects that are too heavy or awkward. | <ul style="list-style-type: none"> Council committee members trained in Manual Handling Techniques (See HSE Guidance) Manual Handling activities Minimal | 1 X 4 Tolerable | <ul style="list-style-type: none"> Include safety responsibilities in hire agreement Consider using manual handling aids such as trolleys or sack truck to assist with lifting | 1 X 4 Tolerable |
| Asbestos | Staff, and maintenance workers at risk if asbestos is released into the air. Potential for asbestos related diseases | <ul style="list-style-type: none"> None | 2 X 5 Moderate | <ul style="list-style-type: none"> Asbestos Survey to be obtained from the school and arrangements implemented if asbestos present | 1 X 5 Tolerable |
| Fire | If trapped, staff could suffer fatal injuries from smoke inhalation/burns | <ul style="list-style-type: none"> Fire Warning System in place (Alarm linked to school) Extinguishers in place Extinguishers maintained on an annual basis by external company as part of the school's Fire Risk Assessment Hiring agreement detailing evacuation | 2 X 5 Moderate | <ul style="list-style-type: none"> Monthly visual checks required for extinguishers | 1 X 5 Tolerable |
| Lone Working | Workers could be left unattended for long periods should they have an accident | <ul style="list-style-type: none"> Cleaner works hour a week and communicates her safety with her family Committee members communicate with other members and family if doing minor odd jobs in the room | 1 X 3 Minor | <ul style="list-style-type: none"> None | 1 X 3 Minor |
| Covid-19 | All workers and visitors | <ul style="list-style-type: none"> Guidance taken from government, HSE and | 1 X 4 | | 1 X 4 |

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| | could be exposed to Covid-19 which could potentially be fatal | <p>PHE- Monitor government arrangements and ensure changes are in line with them.</p> <ul style="list-style-type: none"> Natural ventilation in place, e.g., windows and doors Hand washing facilities in place Hand sanitiser provided at entrance/exit Poster displayed to show when room last cleaned by cleaner | <p>Tolerable</p> | | <p>Tolerable</p> |
| Contractors | Contractors could be injured if working with unknown risks or in an unsafe manner | <ul style="list-style-type: none"> Go on recommendations | <p>3 X 4</p> <p>Moderate</p> | <ul style="list-style-type: none"> Check and approve contractors RAMS and competencies prior to works starting Check relevant insurances are in place before using the contractor Only use contractors which have safety passports e.g. safe contractor etc. | <p>1 X 4</p> <p>Tolerable</p> |
| Hiring Parties | Hiring parties could be injured if not aware of risks on site | <ul style="list-style-type: none"> Appliances maintained and routinely checked Gentleman's agreement in place with hirers of the room on the rules | <p>3 X 4</p> <p>Moderate</p> | <ul style="list-style-type: none"> Insurances checked where applicable Include safety responsibilities in hire agreement | <p>1 X 4</p> <p>Tolerable</p> |
| Legionella | Staff, visitors and contractors could catch legionnaires disease if water not treated correctly | <ul style="list-style-type: none"> Point of use boilers used Dead legs removed Cleaner runs taps for several minutes during weekly cleans School ensures water outlets are checked by competent external company | <p>2 X 3</p> <p>Tolerable</p> | <ul style="list-style-type: none"> Implement a flushing regime for excessive periods of non-use | <p>1 X 3</p> <p>Minor</p> |
| Cleaning Machines | Employees could suffer MH and electricity injuries when using a cleaning machine, such as floor scrubber or hoover | <ul style="list-style-type: none"> Staff adequately trained Visual inspections carried out | <p>2 X 4</p> <p>Moderate</p> | <ul style="list-style-type: none"> Ensure PAT testing is carried out | <p>1 X 4</p> <p>Tolerable</p> |
| Specific issues arising from Kitchen operations | Potential injury to any kitchen user from countertop water boilers, oven, use of kitchen implements including knives and other sharp tools. Congestion in Kitchen when particularly busy. | <ul style="list-style-type: none"> All implements are cleaned and returned to their allocated storage space when not in use. All fridge/freezers have a thermometer. Users make sensible use of ovens and radiators Extract duct from hob canopy cleaned internally by cleaner Gentleman's agreement in place with hirers for kitchen use Hot water in sinks is regulated to safe temperature; water temperature checks are arranged by the school and rebilled. | <p>3 X 3</p> <p>Moderate</p> | <ul style="list-style-type: none"> Provide a set of oven gloves Provide instructions on the use of the countertop water boilers are displayed. Display hot water signs above taps | <p>1 X 3</p> <p>Minor</p> |

Key Likelihood 1 = Very Unlikely 2 = Unlikely 3 = Likely 4 = Increased likelihood 5 = Very likely.
Severity 1 = Slight injury/damage 2 = Minor injury/damage 3 = Moderate injury/damage 4 = Serious injury/damage 5 = Major injury/fatality/damage

Level of Risk

IF



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RISK IS DEEMED TOO HIGH THEN ALTERNATIVE ACTIONS SHOULD BE CONSIDERED

Risk Treatment Plan

| Hazard Ref: | Action Required: | Owner | Target Completion Date: | Status: (RAG) |
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| Slips, Trips, Falls | Consider purchasing a bag of salt to keep on site to use if required | Council | | |
| Slips, Trips, Falls | Car parking and general arrangements to be agreed with the school. (MOU) | Council | | |
| Multiple | Consideration to install an external light | Council | | |
| Multiple | Hiring agreement to include additional safety responsibilities | Council | | |
| Hazardous Substances | Consider installing childproof locks on the cupboards under the sink | Council | | |
| Electricity | PAT Testing to be carried out | Council | | |
| Manual Handling | Consider using manual handling aids such as trolleys or sack truck to assist with lifting | Council | | |
| Asbestos | Asbestos Survey to be obtained from the school and arrangements implemented if asbestos present | Council | | |
| Fire | Monthly visual checks required for extinguishers | Council | | |
| Fire | FRA to be obtained from the school and arrangements implemented where required | Council | | |
| Contractors | Check and approve contractors RAMS and competencies prior to works starting | Council | | |
| Contractors | Check relevant insurances are in place before using the contractor | Council | | |
| Contractors | Only use contractors which have safety passports e.g. safe contractor etc. | Council | | |
| Legionella | Implement a flushing regime for excessive periods of non-use | Council | | |
| Kitchen Operation | Provide a set of oven gloves | Council | | |
| Kitchen Operation | Provide instructions on the use of the countertop water boilers | Council | | |
| Kitchen Operation | Display hot water signs above taps | Council | | |