

Shere Parish Council

RISK ASSESSMENT FORM – TANYARD HALL 2019

Reviewed

Next Review

Potential Hazard	Who is likely to be injured?	How likely are the Risks?			Is the risk controlled? Existing controls, procedures.	What further action could be taken to reduce the risk?	Action to be taken by
		Very likely	Likely	Unlikely			
Steep steps into hall. Unsuitable for the disabled. Trip/Slip	Staff Public			X	Disabled access available by slope. Salt placed on steps in bad weather, available in the under-stairs cupboard in the absence of staff. Annual inspection to be carried out by General Purposes Committee		
Flooring and Stairs Trip/Slip	Staff Public			X	Stairs to be kept clear of objects. Carpets to be kept defect free. Stairgates installed & checked regularly Annual inspection to be carried out by General Purposes Committee		
Hitting Overhead beams	Staff/Public		X		Warning notices Erected.		

Equipment Trip/Slip/damage to person	Staff Public			X	Equipment examined regularly. Repairs carried out when necessary Annual inspection carried out by General Purposes Committee		
Electrical Equipment Burns/Electrocution	Staff Public			X	Visual inspection monthly Circuit breakers installed. Door to electrical cupboard locked Annual inspection carried out by General Purposes Committee and qualified electrician		
Dangerous substances	Staff Public			X	Dangerous cleaning materials kept in locked cupboard. Key hung up high		
Structure of Building & car park walls Falling debris	Staff Public			X	Exterior of Building & walls inspected annually by General Purposes Committee and weekly by Clerk		

Car Park Trip/Slip	Staff Public			X	Examined regularly Any problems rectified or car park closed if this is not possible. Annual inspection carried out by General Purposes Committee		
Trees Being struck by fallen branches	Staff Public			X	Examined regularly Any problems rectified or car park closed if this is not possible Included under Council's tree management policy now in operation		
Collapse of upstairs floor	Staff Public			X	Advice sought when installing weight bearing items. All hirers informed of maximum number of persons allowed upstairs (60) and that disco dancing is not permitted upstairs. Annual inspection to be carried out by General Purposes Committee		
Traffic accidents on leaving car park	Staff Public			X	All hirers advised to turn left when leaving car park Police notices (subject to Police approval) attached to cars parked opp. Colekitchen Lane		

Failure of Fire Equipment	Staff Public			X	Fire Alarm serviced every 6 months, Fire Extinguishers serviced every 12 months. Fire blanket and signs reviewed every 12 months.		
Fire	Staff Public			X	Procedure in the event of a fire written at the top of the agenda and in the letting information for the hall. In the event of a fire, please evacuate the building immediately in a calm and orderly manner and gather at the muster point in the car park furthest from the road and hall. Call the fire brigade, the postcode for the hall is GU5 9LF		