

Risk assessment

Persons undertaking Risk Assessment: Cllr Steve Yates
Date of Risk Assessment: September 2021
To be reviewed: June 2022

There is no legal requirement to record the findings of a risk assessment as less than five people work at the hall. However, the Ermington Parish Councillors considered it to be important to records the risk assessment findings and to take steps to make sure they were brought to the attention of those hiring the rooms.

Likelihood x consequence = risk rating

Risk Rating	
Likelihood = L	Consequence/Severity = C
1. Remote possibility - good control measures VERY UNLIKELY	1. Minor injury e.g. scratch, bruise, minor burn,
2. Might/less likely – control rely personal compliance UNLIKELY	2. Significant injury e.g. strain, sprain, cut, pain requiring minor first aid treatment
3. Possible – inadequate controls in place or likely to breakdown if not maintained FAIRLY LIKELY	3. Considerable injury e.g. cut requiring stitches, burns/scalds, fractures to toes and fingers
4. Highly likely to happen – Poor controls in place, heavy reliance on personal compliance LIKELY	4. Serious injury e.g. broken limbs, amputations, loss of conscious,
5. Certainty – No control measures in place VERY LIKELY	5. Major injury e.g. fatality, permanent disability, life changing injury

Hazard / Activity	People at Risk	Risk	Control Measures	Risk Rating	
				L	C
Slips, trips and falls from obstacles, poor housekeeping, obstructions, cabling Access/egress steps	Users of the room. Caretaker/ Cleaner	Bruising Fractures Sprains	Any issues to be reported to Ermington Parish Council. No trailing cables or leads. Good lighting. Rubbish to be removed from the floor, and disposed of. Handrail on steps to the top floor. Signage advising, 'Steps are uneven and potentially slippery.	1	4
Manual Handling	Users of the room. Caretaker/ Cleaner	Sprains & strains Back pain Foot injuries	Do not stack and move more than five chairs high. No Stooping or twisting – bend legs to lift, not back.	4	3
Fire	Users of the room. Caretaker/ Cleaner	Smoke inhalation Burns, Damage to property Death	Three fire extinguishers (two water, one carbon dioxide) annually inspected by a competent company. Monthly checked by Clerk – see fire risk assessment. Rubbish removed by users. Fire exit to rear of building. No combustible chemicals stored. The Reading Rooms are a “No Smoking” area. Emergency Lighting.	2	5
Electrical equipment	Users of the room. Caretaker/ Cleaner	Burns Death Electric shock Fire	Portable electrical equipment i.e. Hoover, extension lead, kettle and water boiler are annually portable appliance tested. All appliances are checked for damage on a monthly basis and removed.	2	5

Hazard / Activity	People at Risk	Risk	Control Measures	Risk Rating	
				L	C
Human Factors	Users of the room	Age. Health. Ill health. Poor behaviour. Horseplay. Unpredictable behaviour Consideration to be given to the number of people in the room. Weight limit on floor in top room.	Hirers briefed on protocol of hiring arrangements and their responsibilities in accordance with the hiring agreement Restriction on the number of people in the rooms at any one time.	3	5
Hot Water	Users of the room	Burns Scolds	Operate boiler within its design merits. Documentation relating to the boiler should be consulted for operation and maintenance of the boiler. Routine testing as specified by the manufacturer will take place.	1	4
Legionella	Users of the room	Severe flu like symptoms Serious illness	Currently there are no hot water items that could give rise to legionella.	1	1
Falling from height if standing on chairs etc.	Users of the room	Bruising Fractures Sprains	Signage to show 'Please do not stand on chairs or tables?'	2	4
Asbestos	Users of the room	Occupational illness	No intrusive work to take place without notice and arrangement from the Chair or Parish Clerk	2	5

<p>COVID-19</p> <p>Dependent on new Government guidelines</p>	<p>Spread of infection to users of the room</p>	<p>Spreading potential infection. Catching Infection from others</p>	<p>COVID 19 Risk Assessment and Government guidelines - will displayed on the doors</p> <p>Anyone feeling ill or displaying any recognised COVID 19 symptoms e.g. high temperature, loss of taste/smell should not enter the Reading Rooms and anyone feeling ill while there should leave immediately, everyone else should then immediately leave for at least 72 hours and contact the Clerk or a Parish Councillor with details.</p> <p>Catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands</p> <p>Hirer to record name(s), contact details, date and time of those who entre the Reading Rooms and use the toilet. There will be no exceptions</p>	<p>4</p>	<p>5</p>
<p>Toilet</p>	<p>Spread of infection to users.</p> <p>Catching infection from users</p>	<p>Spreading infection to users. Catching Infection from other users</p>	<p>Hand sanitiser must be provided by those using the toilet on entry and before leaving the toilet. All users must place discarded paper towels in the bin provided.</p> <p>The toilets to be cleaned after the hiring as follows: - Door latches and handles, door push areas, waste bin, cistern, toilet bowls, paper towel dispenser, sink, and taps to be cleaned with a virucidal spray or an ordinary domestic product cleaner. The waste bins must be emptied and the contents disposed of safely</p>		

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