

Hazards	Who might be harmed	What we are doing	Further action required	By who	When	Done
Falls, slips and trips	All users of hall and car park	Car park maintained regularly, good lighting in car park. Users made aware that spillages must be cleared up immediately and know where cleaning equipment is kept. Mats at entrance to prevent rain water being trodden in. Nothing left in corridors. Ensure electrical leads are not left trailing	Check surface regularly Check products available and in hire agreement	Paul H Chair	Annually December	
Working at height - change lights clean windows, putting up decorations etc	Cleaner, committee and all users of hall	Appropriate step ladder stored and available to use Awareness of users on step ladder safety, display HSE guidance sheet	Ensure all in place	Chair	January	
Hazardous substances inc.: cleaning products	Cleaner and all users of hall	Cleaning products available Coshh sheets available	Make coshh sheets available	Chair	January	
Equipment storage	All users of hall and car park	Users to be aware of where and how tables and chairs should be stacked safely	Notices of how and where tables and chairs stacked	Simon Mc	January	
Electrical appliances	All Users	Visually check electrical items	Organise for all items over 1 year old to be pat tested	Simon Mc	January	
Stage area	All Users	Users advised in hire agreement of need of safety when moving tables and chairs from and to the stage, a grab rail is situated on the right hand side	Check hire agreement	Chair	December	
Kitchen and bar areas	All users	Children under 12 not allowed in these areas. Ensure regular safety checks carried out on all equipment	Notices to be put on entrances to warn of age limit	S. Mc	January	
Stairs to first floor	All users	Hand rails on both sides of stairs. Good lighting.			January	

Fire	All users	All fire fighting equipment to be checked regularly . Signage and emergency lighting checked regularly		Chair	ongoing	
Chairs	All users	Chairs are to seat one person only and not to be stood on			ongoing	

Updated Dec 2019 by Ginny Ireland with committee input