

What are the hazards?	Who might be harmed?	What are you already doing?	What further action is necessary?	Action by who	Action by when	Done
<p>Vehicle movement</p>	<p>Pedestrians could suffer serious injury if struck by cars entering/leaving car park or moving in it.</p> <p>Uneven surface. People may trip and fall.</p> <p>Drains, Grates and pipes</p> <p>Tripping hazard</p>	<ul style="list-style-type: none"> <li>■ Entrance 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>■ Recycling collections takes place when the hall is not in use.</li> <li>■ The car park is kept free of debris/litter.</li> <li>■ The car park shingle is raked and spread.</li> <li>■ Drains, grates and pipes</li> </ul>	<ul style="list-style-type: none"> <li>■ Apply 5 mph speed limit.</li> <li>■ Put up necessary signs.</li> </ul> <p>Advise users of the hire agreement and to consider whether they need to control car parking with Marshals for large events</p> <p>Car Park needs to be resurfaced. (priority)</p>	<p>Parish Council/ Manager</p>	<p>PC to advise</p>	
<p>Hazardous substances.</p> <p>Eg. Cleaning products,</p> <p>Ladders.</p>	<p>The Cleaner and others, risk skin problems eg dermatitis and eye damage from direct contact with cleaning chemicals. Also vapour may cause breathing problems.</p> <p>Ladders to be clearly marked on usage.</p>	<ul style="list-style-type: none"> <li>■ Mops, brushes and strong rubber gloves must be provided.</li> <li>■ Check all cleaning products marked irritant to be replaced immediately and replaced with recommended products from HSE.</li> </ul> <p>Cleaner to be advised on how to use products safely and follow instructions on the label. Dilute properly and</p>	<ul style="list-style-type: none"> <li>■ Cleaner reminded to check for dry or itchy skin on hands if finding any to go to the doctors for advice and to</li> <li>■ Advise the Manager Clerk immediately.</li> <li>■ Cleaning stock check</li> <li>■ <b>All chairs to be sanitised before re opening</b></li> </ul>	<p>Manager</p> <p>Cleaner</p> <p>Cleaner</p>	<p>By May 21</p> <p>By June 21</p>	

		<p>never transfer to unmarked containers.</p> <ul style="list-style-type: none"> <li>■ All cleaning products to be stored safely in locked cupboard.</li> </ul>				
<p>Electricity. Calor Gas. Heaters Oven</p>	<p>Users risk electric shocks or burns from faulty equipment or installation. Users of the heaters could burn themselves on unguarded surface. Users of the Oven could burn /scold themselves.</p>	<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>■ All portable equipment PAT tested yearly.</li> <li>■ Hall users know they are responsible for any equipment used on site.</li> </ul>	<ul style="list-style-type: none"> <li>■ Make sure users of the hall know where the fuse box is and how to switch supply off.</li> <li>■ All Electrical equipment is clearly marked PAT passed by qualified Electrician yearly. Heaters are serviced yearly and a guard is provided.</li> <li>■ The Oven is kept clean and serviced regularly.</li> </ul>	<p>Manager</p> <p>Brandon Electric</p>	<p>01/07/18</p> <p>03/08.20</p> <p>Arranged Date</p> <p>01/07/20</p> <p>Arranged</p>	<p>Done by Sept 2020</p>

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