

## Witchford Playing Field Association

*Bedwell Hey Lane, Witchford, Ely, CB6 2JN*

*Registered charity no. 280210*

### RECORD OF HEALTH & SAFETY RISK ASSESSMENT

<b>Date of assessment:</b>	19 May 2011	<b>Performed by:</b>	Andy Howe
<b>Next assessment due:</b>	May 2012		Doug Brooker
			Richard Tyler

#### Slips, trips & falls

These hazards apply to all users of the hall and its facilities, with regards to uneven and/or slippery surfaces.

Who could be harmed and how?	S	L	Risk Rating	What controls are already in place?	What further action is necessary?	Residual Risk	Action by who?	Action by when?	Done
Anyone may trip over uneven surface in car park or on footpaths	2	1	2	The car park is inspected regularly and repairs made as necessary. There are no major trip hazards, although a pavement at the entrance is often not seen by car drivers	Consider painting the kerb at the left hand entrance to the hall. Discuss at committee meeting.	2	TBA		
Anyone may slip on spilt fluid	2	1	2	Mop & cloths are available to ensure that spills are cleaned up promptly	No further action necessary	2	N/A		
Anyone may slip on surface that has been cleaned and let a slippery surface	2	1	2	Cleaning is not performed when visitors to the hall are present. Surfaces are not polished	Consider purchasing a 'Slippery Surface' sign. Discuss at committee meeting.	2	N/A		
Anyone may trip over an object inside the building, e.g. furniture, cable, debris	2	1	2	Furniture is tidied away after events. Extension cables used during events are kept tidy and covered to avoid trip hazards	Ensure that users of the hall are aware of the need to avoid trip hazards – update hiring agreement as necessary	2	TBA		

#### Working at height

These hazards apply to anyone working at height, maintaining the inside or outside of the building.

Who could be harmed and how?	S	L	Risk Rating	What controls are already in place?	What further action is necessary?	Residual Risk	Action by who?	Action by when?	Done
Anyone working at height could fall and injure themselves, e.g. on a ladder, changing a light bulb, decorating	3	1	3	The steps are only used by a person experienced at working at heights	Steps to be regularly checked for wear and tear	3	DB	Monthly	

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### Vehicle movement

These hazards apply to any pedestrian in the car park or adjoining road.

Who could be harmed and how?	S	L	Risk Rating	What controls are already in place?	What further action is necessary?	Residual Risk	Action by who?	Action by when?	Done
Pedestrians could be seriously injured by cars moving in the car park	3	1	3	The car park is too small for vehicles to travel fast. It is felt that the likelihood of harm is as low as reasonably practicable and that additional measures, such as signs or sleeping policemen, are unnecessary.	No further action necessary	3	N/A		

### Hazardous substances

These hazards apply to people cleaning the hall, coming into contact with hazardous materials. Also anyone coming into contact with asbestos.

Who could be harmed and how?	S	L	Risk Rating	What controls are already in place?	What further action is necessary?	Residual Risk	Action by who?	Action by when?	Done
Cleaners may be harmed by contact with cleaning fluids, e.g. dermatitis, eye damage	2	2	4	Rubber gloves are provided and there is eye wash in the First Aid kit	Check that the contents of the First Aid kit are complete and within the sterility date	2 (likelihood=1)	N/A		
Anyone may be harmed by vapours from cleaning products, e.g. breathing problems	2	1	2	This type of cleaning fluid is not used	No further action necessary	2	N/A		
Workers could be harmed by asbestos during building work	3	1	3	No risk controls at present	Check on the presence of asbestos in the hall when we come to survey for building changes	3	TBA		

### Electricity

These hazards apply to all users of the hall and its facilities, with regards to faulty equipment or wiring.

Who could be harmed and how?	S	L	Risk Rating	What controls are already in place?	What further action is necessary?	Residual Risk	Action by who?	Action by when?	Done
Users risk electric shock from faulty equipment or installation	3	1	3	Earth leakage current breaker. Faults are reported and addressed promptly There are regular PAT and fixed wiring checks	No further action necessary	3	N/A		

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### Stored equipment

These hazards apply to all users of the hall and its facilities, with regards to stored equipment.

Who could be harmed and how?	S	L	Risk Rating	What controls are already in place?	What further action is necessary?	Residual Risk	Action by who?	Action by when?	Done
Users could be injured by collapsing stacks of tables, chair, stored items	2	2	4	Stackable chairs are stored in the loft space and are not normally available for use. Tables are stored behind the stage and require care when moving and setting up.	Check with Jill that she is able to handle the tables adequately. Ensure that help is available when necessary.	4	DB	July 11	

### Manual handling

These hazards apply to all users of the hall and its facilities, with regards to lifting awkward or heavy objects.

Who could be harmed and how?	S	L	Risk Rating	What controls are already in place?	What further action is necessary?	Residual Risk	Action by who?	Action by when?	Done
Users may be injured by handling heavy or awkward objects e.g. back pain; objects dropped on limbs	2	2	4	No risk controls at present	Ensure that help is available when heavy objects are being moved. Ensure that employees are trained in how to move heavy objects and encouraged to ask for help when required.	4	DB	July 11	

### Other Hazards

Who could be harmed and how?	S	L	Risk Rating	What controls are already in place?	What further action is necessary?	Residual Risk	Action by who?	Action by when?	Done

Other Actions:

- Check with the Sports & Social Club that they have carried out their own risk assessment
- Check that there is an accident book in the hall
- Check that the First Aid boxes are adequate and the contents are in date