

What are the hazards	Who might be harmed / how	What is being done already	What further action is necessary	Action by who	Action by when	Done
<b>Electricity</b>	Users risk electric shocks or burns from faulty equipment or installation	<p>The hall was newly built in 2000 so the wiring is up-to-date and the control panel in the cupboard in the entrance hall conforms with modern standards. The control panel switches are clearly marked so all users could switch off all power if needed. Portable equipment undergoes regular PAT testing</p> <p>Check when the main installation was professionally tested – should be done every 5 years</p>	<p>All Trustees and users of the hall should be vigilant in noticing and reporting any problems.</p> <p>Any newly-acquired equipment should be PAT tested.</p> <p>Have main installation tested</p>	<p>All Trustees All hall users</p> <p>Trustees</p> <p>Trustees</p>	<p>Ongoing</p> <p>If additional electrical equipment is acquired</p> <p>Depending when last done</p>	
<b>Hazardous substances</b> Cleaning materials	Cleaners and others risk skin problems and eye damage from direct contact with cleaning materials. If vapour is produced this could cause breathing difficulties.	<p>These products are kept in a locked cupboard in the disabled toilet. The hirer is given access on the understanding that the products are only used for cleaning by the hirer himself/herself or under the hirer's supervision, and are replaced after use.</p> <p>Products are limited to "domestic" level products and remain in their original packaging with attendant safety advice and active ingredient information.</p>	Cleaning products should be regularly checked	Trustees / cleaner	ongoing	
Fire fighting equipment and signs	Fires can become greater risks if fire fighting equipment is not adequate.	<p>An external contractor checks the alarm and emergency lighting every 6 months, and the fire extinguishers every year.</p> <p>Fire exits are clearly labelled.</p>	Amend the fire notice to include sounding the fire alarm	Trustee	1/8/20 - first booking after lockdown	21/7/20
Food safety	Risk of food poisoning to users	The fridges were checked on 15/7/20 and were at a safe operating temperature (below 5 deg C)	Check the fridges every year	Trustee	summer 2021	
Hygiene	Risk of illness to users	There is a separate bucket and mop for cleaning the floors of the toilets and this is clearly labelled.				

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<b>Legionnaire's disease</b>	If legionella bacteria is growing in the water system, hall users could inhale infected droplets leading to Legionnaire's disease (a type of pneumonia)	Because the hall had been closed since March, water had not been flowing so there was more chance of a build-up of bacteria. On 15/7/2020 the header tank was drained, then re-filled and all taps were run for 10 minutes. The temperature of the hot taps was checked and was in the safe range, ie' above 50 deg C	Trustees should ensure that taps are turned on every week, so that water flows through the system.	Trustees	weekly	
First aid.	Injuries and harm may be worse than they need to be if adequate first aid materials are not available.	A first aid kit is displayed prominently in the kitchen – along with an accident book.				
<b>Slips, trips and falls</b>	Hall users	The outside lighting was improved in 2019. An emergency lighting system is in place for use in power cuts and this is checked regularly. The grass in the outside area is mowed regularly Users have access to a mop and cloths to clear up spillages quickly Users are warned that the grass area is naturally uneven and there could be mole-hills etc.	Continue to employ a contractor to cut the grass  Continue to warn users of uneven outside surfaces	Trustees	ongoing	