HEALTH AND SAFETY RISK ASSESSMENT FOR NORTH PETHERTON COMMUNITY CENTRE

North Petherton Community Centre Health and Safety Risk Assessment **Date of Assessment: 3/2/2025**

What are the Hazards?	Who might be harmed and how?	What are we already doing about it?	What further action is needed?	Action by who?	Action by when?	When was this action taken?
Slips, trips, and falls e.g., uneven surface of car park, cleaning of floors etc.	Users of the hall and car park may suffer injuries such as fractures or bruising if they trip on uneven surfaces or slip on wet floors or trip over objects	a. Car Park surface is maintained to be as even as possible. b. Parking spaced for disabled visitors are near entrances. c. Good lighting is maintained in the car park and in the hall and corridors. d. Users know where equipment is kept to clean up spillages. e. Mats at entrances stop rainwater being brought into the building. f. There are no trailing electrical cables.	a. Regular inspection of the car park surfaces and repairs to be carried out immediately b. Cleaner understands which cleaning materials to use on each type of floor. c. Committee Members are to monitor the risk when using the hall.	Caretaker Committee Cleaning lead	3 monthly	To be recorded in H&SE checklist
Work at height e.g., changing lightbulbs, cleaning, putting up decorations etc.	Anyone working at height could suffer serious injury should they fall	a. An appropriate commercial stepladder and scaffold tower is available for use and is securely stored. b. Committee members know how to use the stepladder safely.	a. Make available H&SE guidance on safe use of stepladders. b. Make regular checks of stepladder condition.	Committee Facilities Lead Caretaker	 3 monthly	 Ongoing

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Vehicle movement in the car park	Pedestrians could suffer serious injury from vehicles moving in the car park	a. Parking bays are clearly marked. b. Car Park is reasonably well lit	a. Advise users they may need to consider controlled parking during large events.	Committee H&S lead	Ongoing	Ongoing
Hazardous chemical e.g., Cleaning liquids	The cleaner and others cleaning risk contracting skin problems, eye damage from splashed cleaning fluids or suffer breathing problems from fumes	a. The cleaner is made aware of any hazardous cleaning liquids and receives training on their safe use. b. Cleaning products are kept securely. c. Mops, buckets and protective gloves are available.	Ensure best practice is applied by those using cleaning liquids	Committee Cleaning lead	Ongoing	Ongoing
Electricity	Users risk electric shock or burns from using electrical equipment incorrectly or from faulty equipment.	a. A full fixed wiring test is completed every 5 years. b. All repairs are carried out by a qualified electrician. c. Users are reminded of their responsibility for electrical safety when using their own equipment.	a. Users are made aware of the location of the main fuse board and the actions to be taken when something electrical fails. b. We ensure that anything that is unsafe is taken out of use immediately	Additional Information for hirers document is sent to all hirers. All committee members	Ongoing	Ongoing

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Stored Equipment	Users may suffer injury by not adhering to the posted instructions on stacking tables and chairs	a. There are written and visual instructions as to how these items are to be stacked. b. Chair trolley is provided for moving chairs.	a. Requires to be monitored on a continual basis.	Caretaker	Ongoing	Ongoing
Asbestos	There is no identified asbestos risk in the building	a. We have an inspection certificate.	None	None	N/A	N/A
Fire	Users could be seriously injured or even killed should a fire break out in the building.	a. There is a 'Fire Risk Assessment' which users are encouraged to read. b. Users sign the Hire Agreement stating they understand what their responsibilities are in the event of a fire during their hire period. c. There is a fire alarm system installed with call points, heat, and smoke detectors. It is tested weekly. d. There are fire extinguishers and fire blankets available. e. There is emergency lighting throughout the hall.	Ongoing review	H&S Committee lead	Ongoing	Ongoing
Burns	Unsafe use of ovens or direct contact with hot surfaces	a. Written and visual instructions are sent to all hirers on how to use the ovens.	Ongoing review	H&S Committee Lead	Ongoing	Ongoing

ASSESSMENT REVIEW DATE – 3/2/2026