

## Boxted and Hartest Institute Risk Assessment March 2012

What are the Hazards?	Who might be harmed and how?	What is already been done?	What further action is necessary?	Action by who?	Action by when?	Done
<p><b>Slips and trips and falls.</b></p>	<p>Users of Institute and car park may suffer injuries such as fractures or bruising if they slip.</p>	<ul style="list-style-type: none"> <li>• Car park surface as even as possible</li> <li>• Good lighting in car park all rooms and hall</li> <li>• Users know to clean up spillages and where the equipment is kept</li> <li>• No storage in corridors or in front of emergency exits</li> <li>• No trailing electrical leads and cables</li> </ul>	<ul style="list-style-type: none"> <li>▪ Surface to be regularly inspected and stones added as necessary</li> <li>• No further action</li> </ul>	<p>H&amp;S Rep</p>	<p>3 monthly</p>	
<p><b>Work at Height</b></p>	<p>Anyone working at any height could suffer injuries should they fall</p>	<ul style="list-style-type: none"> <li>• Appropriate step ladder securely stored and available for use</li> <li>• Institute users aware that they are responsible for using the step ladder safely</li> <li>• Institute Committee members know how to use the step ladder safely</li> </ul>	<ul style="list-style-type: none"> <li>• No further action</li> </ul>			

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<b>Vehicle Movement</b>	<b>Pedestrians could suffer serious injury if struck by cars entering or leaving the car park</b>	<ul style="list-style-type: none"> <li>• Speed bumps installed at entrance to car park.</li> <li>• Cars exiting car park cannot be easily seen by traffic coming down Somerton Road</li> <li>• Car park well lit</li> </ul>	<ul style="list-style-type: none"> <li>• No further action</li> <li>• Consider placing warning sign on the road and cutting back the hedge</li> <li>• No further action</li> </ul>	<b>Management Committee</b>	<b>June 2012</b>	
<b>Hazardous Substances</b>	<b>The cleaner and other cleaners risk skin problems and eye damage from direct contact with cleaning chemicals</b>	<ul style="list-style-type: none"> <li>• Mops brushes and strong rubber gloves provided</li> <li>• Cleaning products clearly labelled &amp; stored securely</li> <li>• Cleaner aware how to use products safely</li> </ul>	<ul style="list-style-type: none"> <li>• No further action</li> </ul>			
<b>Electricity</b>	<b>Users risk electric shocks or burns from faulty equipment or installation</b>	<ul style="list-style-type: none"> <li>• Fixed installations and repairs carried out by a qualified electrician or a competent person checked by a qualified electrician</li> <li>• Safety plugs in sockets</li> <li>• Portable equipment checked for visual signs of damage before use</li> <li>• All users know they are responsible for any equipment used on sight &amp; must be PAT tested</li> </ul>	<ul style="list-style-type: none"> <li>• No further action</li> </ul>			

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<b>Stored Equipment</b>	Users could be injured by collapsing stacked equipment	<ul style="list-style-type: none"> <li>• Users know that they must stack chairs and tables so that they do not collapse. Chairs no more than 10 high.</li> </ul>	<ul style="list-style-type: none"> <li>• Continuous monitoring</li> </ul>	Management Committee		
<b>Manual handling</b>	Users may suffer back pain if they lift objects that are too heavy	<ul style="list-style-type: none"> <li>• Trolleys available to stack chairs and transport tables to and from store cupboard</li> <li>• Store cupboard to be inspected on regular basis to ensure equipment stored correctly</li> </ul>	<ul style="list-style-type: none"> <li>• Continuous monitoring</li> </ul>	Management Committee		
<b>Gas Cooker and kitchen equipment</b>	Users could be injured or burnt using equipment	<ul style="list-style-type: none"> <li>• No children allowed in kitchen unless accompanied by an adult</li> <li>• Gas cooker to be only used in accordance with instructions</li> <li>• All equipment to be stored away after use.</li> <li>• Childproof catches on all eye level cupboards</li> </ul>	<ul style="list-style-type: none"> <li>• Notice to be placed in the kitchen</li> <li>• No further action</li> </ul>	H&S rep	May 2012	
<b>Calor Gas Cylinders</b>	Users/Visitors could be injured if cylinders unsecure or ignited.	<ul style="list-style-type: none"> <li>• Cylinders secured in a locked cage</li> <li>• Area around cylinder cage kept free of obstruction</li> </ul>	<ul style="list-style-type: none"> <li>• External cut off gas tap to be fitted</li> </ul>	Bookings Secretary	June 2012	done

