

Market Lavington Parish Council

General Old School Risk Assessment

Reviewed, updated, and adopted at OS Committee meeting 6/6/23

What are the hazards?	Who might be harmed and how?	What is already being done?	What else needs to be done?	Assessment Existing / Potential	Action by when?	Done	Action by who?
1) Slips, trips and Falls	Users of the premises and outside areas may suffer injuries such as fractures or bruising if they slip on spillages, or trip over objects or uneven flooring inside, or slip on wet moss or rotting leaves etc. outside	<ul style="list-style-type: none"> • Surfaces/flooring installed with only minimal changes in levels as necessary • Good lighting in all rooms, corridors and at access doors. • Users know to clear up spillages immediately and know where equipment for this is kept. • Non-slip mats at entrances • No storage in corridors. • No trailing electrical leads/cables. • Cleaner provided with suitable floor/surface cleaning products 	<ul style="list-style-type: none"> • Surfaces/flooring to be inspected regularly and repaired, as necessary. • Check that all outside hand holds, railings, access ramps and steps are in good condition. • Any build up of moss to be removed from outside areas and sprayed as necessary. • Rotting leaves and vegetation to be cleared from outside areas regularly. 	L L	<p>Regular monthly checks</p> <p>Regular monthly checks</p> <p>Regular monthly checks</p> <p>Regular weekly checks</p>	<p>On-going</p> <p>On-going</p> <p>On-going</p> <p>On-going</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk /Handyman Contractor and Cllrs with week spraying authority</p> <p>Clerk / Handyman Contractor</p>
2) Work at height changing light bulbs,	Anyone working at any height could suffer injuries, possibly	<ul style="list-style-type: none"> • Appropriate stepladder available for use by cleaner. 	<ul style="list-style-type: none"> • Copy of HSE guidance on safe use of stepladders provided for cleaner 	L L	Copy of HSE guidance kept in cleaner's cupboard	Yes	Clerk

What are the hazards?	Who might be harmed and how?	What is already being done?	What else needs to be done?	Assessment <small>Existing / Potential</small>	Action by when?	Done	Action by who?
cleaning windows, kitchen etc.	very serious ones, should they fall.	<ul style="list-style-type: none"> • Long-life LED light bulbs fitted in building 	<ul style="list-style-type: none"> • Put in place system for checking condition of stepladder • Risk assessment to be carried out when light bulbs need changing 		Regular monthly checks When required	On-going When required	Clerk Clerk
3) Electricity	Users risk electric shocks or burns from faulty equipment or installation.	<ul style="list-style-type: none"> • Fixed installations correctly installed by qualified electrician and inspected regularly. • All repairs carried out by qualified electrician • Safety plugs in sockets. • Users know they are responsible for any equipment that they use on site and to ensure it has been PATS tested • 'Periodic Test' and 'PAT's' Tests are carried out as required • Users know where the fuse box is and how to switch it off in an emergency 	<ul style="list-style-type: none"> • Regular users to be sent copies of 'Terms & Conditions of Hiring' and 'Emergency Fire Procedures' documents annually as a reminder 	L H	Annually	On-going	Clerk
4) Stored equipment	Users could be injured by	<ul style="list-style-type: none"> • Notices put up indicating the 	<ul style="list-style-type: none"> • Tables and chairs not in use to be 	L M	When required		Clerk

What are the hazards?	Who might be harmed and how?	What is already being done?	What else needs to be done?	Assessment <small>Existing / Potential</small>	Action by when?	Done	Action by who?
	collapsing stacks of chairs and tables	maximum number of chairs per stack (seven Chairs)	stored in the left-hand outbuilding				
5) Manual handling	Users may suffer injury if they try to lift objects that are too heavy or awkward.	<ul style="list-style-type: none"> Users must seek assistance when moving heavy and/or awkward items 	<ul style="list-style-type: none"> No further action necessary. 	L L	N/A	N/A	N/A
6) Asbestos	Staff, and others, carrying out normal activities at very low risk. Asbestos only poses a risk if fibres are released into air and inhaled. Maintenance workers are most at risk.	<ul style="list-style-type: none"> Full asbestos survey carried out July 2018. Item identified in report has now been removed. 	<ul style="list-style-type: none"> No further action necessary 	L L	N/A		N/A
7) CCTV	Anyone moving around the exterior of the Old School, could be identified from the CCTV cameras – GDPR implications	<ul style="list-style-type: none"> Data Protection Impact Assessment (DPIA) carried out, and strict procedure implemented for accessing and processing data 	<ul style="list-style-type: none"> No further action necessary. 	L L	Completed	N/A	N/A

Date of meeting at which document reviewed and any amendment to document approved	Details of amendment
25/6/2019	Item 4 – 7 chairs confirmed as maximum height Item 7 – new paragraph regarding CCTV
10/11/2020	Item 1 – Non-slip mat at entrances – additional wording noting that mats have been temporarily removed Item 4 – Unused tables - Instructions for storage amended Item 6 – Asbestos – Amended following removal of one remaining item containing asbestos
28/9/2021	Item 1 – removed additional wording noting mats had been temporarily removed during COVID Item 4 – unused tables and chairs – instructions for storage amended
6/6/2023	Item 1 – Included moss and wet leaves / vegetation as a risk, and added some additional actions to be taken to reduce these risks