

Appendix 4 as referred to within TCC Meeting Agenda 12th October 2021, Item No. 114.1

Risk assessment template

Company name: Trefriw Community Council

Assessment carried out by: Cllr Kim Ellis

Date of next review: September 2022

Date assessment was carried out: 13/09/2021

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Building condition	Any hall user	Monthly visual checks and report to full TCC				
Burns and scalds	Any hall user	1. Safety guards installed on wall heaters. 2. Signs installed adjacent to hot water taps.				
Electrical faults	Any hall user	1. Regular PAT testing of portable electrical equipment stored in the hall (bi-annually) 2. Regular inspection of fixed electrical equipment (every 5 years)				

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Fire	Any hall user	1. Annual fire extinguisher/blanket checks. 2. Annual emergency lighting checks. 3. Illuminated exit signs. 4. Exit areas kept clear inside and out with regular visual inspections 5. Fire evacuation procedures provided for hirers on the noticeboard.				
Hazardous substances (COSHH)	Any hall user	Hazardous substances are stored in a locked cupboard. Committee members must ensure good ventilation before using any noxious substances.				
Legionella	Any hall user	Annual Legionella Compliance Check				

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Manual Handling	Any hall user	1. Tables stored in a purposed trolley. 2. Chairs stacked in small piles.				
Slips, trips and falls	Any hall user	1. Hand rails installed by stage steps. 2. Stair treads are highlighted with hazard tape. 3. Stage edge highlighted. 4. External PIR lights installed to assist access to and egress from the building at night. 5. Barrier matting installed to absorb wet on entry to the building. 6. Appropriate mops supplied to clear any spillages.				

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Working at Height	Any hall user	A suitable step ladder is supplied but is secured away from general use. Committee members using the ladder must first carry out a visual inspection of condition before use, and ensure that the ladder is used safely, ideally with another person present in case of falls.				
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More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/