

Risk assessment

Company name: Trefriw Community Council

Assessment carried out by: Cllr Kim Ellis

Date of next review: September 2026

Date assessment was carried out: 8.10.2025

| 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 | None – ongoing actions in place. | N/A | Ongoing | |
| Burns and scalds | Any hall user | 1. Safety guards installed on wall heaters. 2. Sign installed adjacent to hot water boiler. | Check that rails are in a safe condition. Check that sign is in place. | Cllr Ellis and hall users. | Ongoing | |
| Electrical faults | Any hall user | 1. Regular PAT testing of portable electrical equipment stored in the hall (no less than bi-annually) 2. Regular inspection of fixed electrical equipment (every 5 years) | Continue bi-annual PAT testing. Continue checks on a 5-year basis. | Appropriate contractors via Clerk. | June 2026 September 2027 | |

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| Fire | Any hall user | 1. Annual fire extinguisher/blanket checks. 2. Monthly 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. | Ensure measures 1 – 5 are in place. Annual fire extinguisher/blanket checks completed June 2025 | Cllr Ellis and Clerk | Ongoing Annual fire extinguisher/blanket check to be next undertaken in June 2026 | |
| 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. | Ensure hazardous substances are safely locked away. | All hall users. | Ongoing | |
| Legionella | Any hall user | Monthly water flow checks | Continue monthly flow checks | Cllr Ellis | Ongoing | |

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| Manual Handling | Any hall user | 1. Tables stored in a purposed trolley. 2. Chairs stacked in small piles. | Ensure tables safely stowed. Ensure chairs are safely stacked. | All hall users | Ongoing | |
| 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. | Ensure measures 1 – 6 all in place and safe. | Cllr Ellis and all hall users | Ongoing | |

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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. | Equipment users as appropriate | All equipment users | Ongoing | |
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