



# Leicester Forest East

Parish Council

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Clerk to the Parish Council: Mrs H E Mann

## Parish Hall Risk Assessment

This risk assessment covers the Parish Hall, Kings Drive, Leicester Forest East, Leicester.

Hazard	Who might be harmed and How?	Existing Measures	What further action is necessary?	Action by who?	Action by when?	Done
Slips, trips and falls Caused by uneven surfaces or slippery floors.	Hirers, Staff or Councillors. Potential injuries include fractures and bruising.	All floors in Parish Hall regularly cleaned well before hirers attend to ensure they are dry. Wet floor warning signs used to alert staff to wet floor. Ramp installed in corridor to toilet to eliminate small step there.	None.			ongoing

		<p>The dustbins are now kept in a designated bin store to avoid clutter in the garage.</p> <p>Premises Officer/Security Guard to grit entrance path to parish Hall when weather makes it necessary to do so. Grit, gloves and shovel have been provided for this purpose.</p>	<p>None.</p> <p>None.</p>			
Fire	Hirers, Staff or Councillors. Burns, smoke inhalation.	<p>Fire Risk Assessment completed. Fire alarm tested weekly to ensure it is working correctly. Fire exit doors checked weekly to ensure they are not blocked. Fire alarm maintenance check carried out six-monthly by Fire</p>	None.			ongoing.

		<p>Alarm company. Also, fire fighting equipment and emergency lighting tested annually by Fire Alarm testing company.</p> <p>BBQs are not permitted inside the Parish Hall or on the playing fields or parks due to the Parish Council's insurance policy.</p>				
Poor storage of tables and chairs	Users of Hall who are setting up or dismantling an event might suffer strains and crush injuries.	Tables are neatly and safely stacked in store room and cloak room, chairs are stacked on trolleys in the chair store for ease of movement.	None.			Ongoing.
Hazardous substances e.g. cleaning products and paints	Hirers (especially young children), Staff or Councillors. Could suffer chemical burns or poisoning. dermatitis, eye damage from direct	<p>Cleaning products stored in dedicated locked cupboard.</p> <p>Mops, brushes and rubber gloves (Personal</p>	None.			Ongoing.

	<p>contact with substances, breathing problems from vapours. Accidental ingestion.</p>	<p>Protective Equipment) provided.</p> <p>Cleaning products classified as 'irritant' or above (i.e. corrosive etc.) replaced, where possible, with a milder product.</p> <p>Premises Officer instructed on the safe use of products i.e. follow users instructions, dilute properly, use in well ventilated areas and never transfer to unmarked containers.</p> <p>Records of instruction maintained.</p> <p>Cleaning products stored</p>				
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		<p>appropriately and securely.</p> <p>Minimum amount of cleaning products kept on site.</p> <p>A COSHH (Control of Substances Hazardous to Health) register is maintained comprising: Inventory of all products used together with material safety data sheets for each product and for items identified as a hazardous substance, or posing a risk to health, a completed individual COSHH risk assessment.</p>				
Electricity	All users of the Hall risk shocks and burns if equipment	All electrical equipment is PAT tested annually. Fixed electrical	None.			Ongoing.

	or installation were faulty.	wiring is tested every 5 years to ensure it is safe.				
Head/back/neck injury due to hall's low ceiling	Hall hirers	Bouncy castles are allowed on the playing fields but not the hall itself due to the low ceilings.	None.			Ongoing.
Injury caused by flagpole at side of Parish Hall	Member of the public, Cllr or member of Council staff	<p>Flagpole has locking door to avoid it being tampered with by a member of the public causing a danger.</p> <p>Flagpole has internal rigging so member of the public cannot access rigging and injure themselves. Also, this will prevent the flagpole being climbed by a member of the public, falling off and, thus, injuring themselves.</p>	None.			Ongoing.

		Only a competent Cllr will hoist and lower the flag to avoid strain injuries.				
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**Adopted by Council - December 2021**  
**Reviewed by Council - December 2022**  
**Reviewed by Council – December 2023**  
**Part-Year Review to add Flagpole – March 2024**  
**Date for next Review – December 2024**