



Health & Safety Risk Assessment Queens Hall - Charlestown

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Slips and trips 1/ Doorways (rain) 2/ cleaning of floors	1/ Hall users may be injured if they trip over objects or slip on spillages	1/ Doormats are placed at the entrance in wet weather 2/ Cable covers are used for all electrical leads/cables 3/ Hall users clear up spillages immediately and know where equipment is kept.	1/ Check that the hall cleaner knows which products to use on the wooden floors.	Secretary		
Working at Height 1/ Changing light bulbs 2/ Cleaning windows 3/ Putting up decorations	1/ Falls from height can cause bruising and fractures	1/ Suitable ladders/steps are available for use. 2/ Height of work from steps limited to 2mtrs. Work above this level to be carried out by contractor.	1/ Put a procedure in place to ensure regular checks on ladders/steps	Chairman		
Hazardous Substances 1/ Cleaning products vapour may cause breathing problems	1/ The cleaner risks skin irritation or eye damage from direct contact with cleaning chemicals. 2/ Vapour from cleaning chemicals may cause breathing problems.	1/ Mops, brushes, strong rubber gloves provided. 2/ Cleaner follows instructions on the product Label 3/ Dilute products properly and never transfer to an unmarked container. 4/ Cleaning products stored securely.	1/ Replace irritant chemicals with milder alternatives, where possible.	Secretary		
Kitchen Equipment 1/ Kitchen equipment and water heaters.	1/ Hall users could get shocks or burns from faulty electrical equipment. 2/ Leaking gas could cause headache and risk of a fire.	1/ Portable equipment checked for visual signs of damage before use. 2/ Safety checks are carried out annually on the electrical/gas equipment to ensure the equipment continues to be safe.	1/ Remind hall users that portable equipment must be PAT tested prior to use in hall premises. 2/ Remind hall users to switch off the gas cooker after use and report any smell of gas when using the kitchen.	Secretary		
Manual Handling 1/ Lifting and moving chairs/tables.	1/ Hall users risk injuries or back pain from handling heavy/bulky objects.	1/ Trolley available for moving the table and chairs. 2/ Tables and chairs stacked carefully so they do not collapse.	1/ Storage units to be erected to store the chairs behind locked doors.	Chairman		



Health & Safety Risk Assessment Queens Hall - Charlestown

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Asbestos 1/ Inhaling fibres 2/ Skin Irritation	1/ Maintenance workers/contractors are most at risk when carrying out work on the building, in case fibres are released into the air and inhaled. 2/ Staff carrying out normal activities are at very low risk.	1/ Asbestos survey carried out. Only asbestos is the heat shield on the rear of the cooker	1/ Not at this time. If changing the cooker or need of repair, a notification is to be provided to the contractor of the issue with the solid piece of asbestos. 2/ See attached sheet.	Chairman		
Fire 1/ Faulty Electrics 2/ Gas Leak	1/ If trapped, hall users could suffer fatal injuries from smoke inhalation/burns	1/ Fire risk assessment completed and actions identified. 2/ Emergency procedure in place. 3/ Gas/electrics checked annually.	1/ Fire Detection system installed throughout the building and tested weekly.	Chairman		

Risk Assessment Reviewed: 04/11/2025
 RA carried out by: R.D.Nellies (Chairman)
 Next Review Date: AGM 2026 (or any change to the building structure)