

Risk Assessment

This is the statement of general H&S policy and arrangements to accompany Risk Assessments (RA) for:		Charing Parish Council
Mrs Dawne Austen Parish Clerk & Chairman of the Council		has overall and final responsibility for health and safety
Mrs Dawne Austen		has day-to-day responsibility for ensuring this policy is put into practice
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Mrs D Austen	Risk Assess (RA) all activities and processes of the council. RA all areas of Council land and property. Act on outcomes of RA.
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Mrs D Austen	Base training and guidance based on activities and outcomes of RA above Peninsula employed for HR Guidance
Engage and consult with employees on day-to-day health and safety conditions	Mrs D Austen	Act on feedback from employees. Provide PPE based on RA. Issue guidance on safe working practices.
Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: https://www.gov.uk/workplace-fire-safety-your-responsibilities	Employees and Responsible Hirer of the Parish Hall	Employees to follow issued guidance – Contact Parish Clerk – Call emergency services if applicable.
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Employees and Mrs D Austen	Act on Feedback from employees. Maintain equipment to regulations. Provide instruction and guidance. Store products under COSH

You should review your RA if you think it might no longer be valid, eg if circumstances change.

Health and safety law poster is displayed at (location)	Parish Hall
First-aid box is located:	Parish Hall and 6 Haffenden Meadow (Address of Parish Clerk)
Accident book is located:	As above

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>

Company name: **Charing Parish Council (Parish Hall)**

Date of risk assessment: **March 2021**

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Slips trips and falls.	A,B,C,D whilst working in and or visiting the Hall. Events. Meetings <ul style="list-style-type: none"> Using paths Whilst using entrance Doors and steps Over equipment Underfoot on surfaces On Stairs 	<ul style="list-style-type: none"> Monitoring & Maintenance of premises by Hall committee Weekly visual inspection by Parish Clerk Weekly visual inspection by cleaner Management folder of risk assessments and certification Notices to prevent obstructions. Emergency lighting Lighting Signage / Notices Maintenance when required <p>Risk – 3 Harm – Cuts & Bruises</p>	No Action Required	Hall Committee Clerk Cleaner	Continuous	01/11/19
Condition and maintenance of premises	A,B,C,D whilst working in and or visiting the Hall. Events. Meetings <ul style="list-style-type: none"> Electrocution / Electrical systems Burns / Crush injuries / Heating systems Door movements 	<ul style="list-style-type: none"> Monitoring & Maintenance of premises by Hall committee Weekly visual inspection by Parish Clerk Weekly visual inspection by Caretaker / cleaner Management folder of risk assessments and annual certification Budgeted improvements e.g. painting replacement works etc. (refer to Hall committee minutes and Parish council minutes) Maintenance when required <p>Risk – 2 Harm – Broken Limbs / Severe</p>	No Action required	Hall Committee Clerk Cleaner	n/a	01/11/19

Outbreak of Fire and persons evacuation	A,B,C,D whilst working in and or visiting the Hall. Events. Meetings <ul style="list-style-type: none"> Smoke Fire Entrapment Crushing 	<ul style="list-style-type: none"> Management folder including risk assessments and fire risk assessments Fire extinguishers and annual maintenance Full fire action notice* Testing and certification Hirer Contract instructions (responsible person)* AFA's Staff training Good housekeeping / storage <p>Risk – 3 Harm – Broken Limbs / Severe</p>	No Action required	Hall Committee Clerk Cleaner Hirer	n/a	01/11/19
Covid Compliance	A,B,C,D whilst working in and or visiting the Hall. Events. Meetings	<ul style="list-style-type: none"> Notices Hand sanitizer Closure to the Public Spacing <p>Risk – 3 Harm – Illness / Severe</p>	Added control measures from Government compliance	Clerk	As guidance changes	Ongoing

People code: A = Public, B = Staff, C = Contractors, D = Other

Risk Code: 1 - Negligible. 2 - Unlikely. 3 – Possible. 4 – Likely. 5 – Very likely

Harm Outcome: Minor/Cuts and bruises/Bleeding/injury/Illness/Broken limbs – Severe

Table of Changes and updates	Date of Review / Reason	Date / Signature
Peninsula added to control measures	November 2019 / Peninsula adopted company for HR. (Health check)	28/11/2019 D Austen (Full Council)
	May 2020 / Annual Review	Dawne Austen
Added covid Hazard	Dec 2020 / Covid	01/12/2020 Dawne Austen
Re formatted	March 2021 / Annual Review	

Signed: (To be approved on or at full council meeting)	Mrs D Austen	Date:	4 th May 2021
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