

<b><u>Tarvin Community Centre</u></b>		<b><u>Risk Assesment</u></b>
<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are we already doing</b>
Slips and trips Doorways, uneven surfaces Cleaning floors	Centre users may be injured if they trip over objects or slip on spillages	Surfaces well maintained Car park and outside areas well lit Electric leads taped down Users know (through hire agreement) to clear up spillages immediatley and know where equipment is kept
Working at heights Changing light fittings  cleaning windows putting up decorations Access to high level walkway in Hall	Falls from heights can cause bruising and fractures	Suitable ladders/Steps are available for use by Committee Members only  NO access to these areas
Vehicles	Pedestrian could suffer injury if struck by vehicle	Car Park well lit.
Stage Area	Users falling from the stage	
Equipment	Strain lift and moving equipment	Notices regarding chairs not to be stacked more that 6 high Tables moved by trolley if possible
Kitchen	Burns and scalding from hot liquids	

<b>November 2017</b>			
<b>Do we need to do anything else to control the risk</b>	<b>Action by who?</b>	<b>Action by when?</b>	<b>Done</b>
Inspect carpark and surrounding area regularly and request repair as necessary	VS	Jan-18	Jan-18
Advise Qwest re potholes trip hazard	AW	reported to QWEST	
Ensure availability of cleaning equipment	VS	Jan-18	Jan-18
afix notice to ladders/Step Ladders that must only be Committee Members	VS	Jan-18	Jan-18
Afix notice to access ladders to high level walkway that <b>Danger, restricted access by Chairman only</b>	VS	Jan-18	Jan-18
Consider 5mph speed sign in entrance to car park Consider sign advising presence of children	VS	Committee considered 6 Feb 2018 No action	
Renew strip to stage edge	VS	Feb-18	Feb-18
No			
Replace sign (take care hot liquids) No children allowed in Kitchen	VS	Jan-18	Feb-18