Risk Assessment

Activity: Parish Room		Assessment date: 01/05/25 (JL-Clerk)		Review date: 01/05/26	
HAZARD AND RISK	PEOPLE AT RISK	OUR CONTROLS	FUTURE WORK	RISK LEVEL	TARGET DATE/BY WHOM
PARKING – no car park, access required for contractors or a hearse	Members of the public, contractors	Tree work contractors to place hazard signs at entrance to warn of danger or appropriate 'closed due to' signs at entrance Parking outside front in road side bays.	Ongoing	LOW	Ongoing
PATHWAY – fallen pine cones or uneven ground	Employees, public, contractors	Regular inspection . Rapid response to repairs.	Maintenance budget Caretaker (AB) to weedkill now fully qualified.	LOW	May 2025 (Weedkilling RA to be drawn up first)
ENTRANCE – doors opening onto people entering building	Employees, public, contractors	Lights to be switched on when in building	Stays or similar to be put in place and emergency lighting purchased.	LOW	Clerk to liaise with Caretakers to put in place.
CUPBOARD – items falling off shelves causing injury	Employees	Employees aware of hazard	Cupboard cleared	LOW	Ongoing
SPIRAL STAIRCASE – risk of falling	Employees, contractors	Only used by designated staff/contractors to undertake water testing/repairs/servicing Sign in place saying no access	Ongoing	LOW	Ongoing
HEAVY STORAGE BOXES	Employees, councillors	Boxes to be lifted in tandem	Ongoing	LOW	Ongoing

ELECTRICAL APPLIANCES	Employees, councillors, members of public	PAT tested annually (Aug24 and recorded in H&S file)	Ongoing	LOW	Ongoing
UPPER LEVEL – electric boiler	Employees, contractors, councillors	Caretakers able to carry out minor maintenance needs.	Ongoing	LOW	Ongoing
UPPER LEVEL – Heating system	Employees	Training for appropriate staff on safe operation	Ongoing	LOW	Ongoing
WATER TESTING (LEGIONELLA)	Employees, councillors, members of public	PA/Cleaner to flush water regularly	Zdded to water flushing rota	LOW	Ongoing