Name of Assessor	Christopher Jennings	Telephone Number	7740934182	Date of assessment	30/11/2020	Time of assessment	1900hrs
Description of the work area being assessed:	Oldbury on Severn War Memorial Hall (OOSWMH)						
Description of the tasks involved	General Use and Maintenance of the OOSWMH						

Identified Hazard	Who might be harmed	How might the people be harmed?	Exisitng Measures in Place	Likelihood (1-5)	Consequece (1-5)	Risk Rating (1 25)	Proposed additional measures	Likelihood (1-5)	Consequece (1-5)	Risk Rating (1 25)	action montiored by whom	action monitored by when
Slips Trips and Falls. (Outside)	All Hall Useres, Cleaners,	Poorly maintained pathway.	Handrail in place.	2	5	10	Fill in and repair existing path and carry out regular inspection and maintainence..	1	5	5	Maintenace manager	6 monthly
Slips Trips and Falls. (Outside)	All hall users	Snow and Ice on Footpath	Handrails in place, Shovel and broom available to remove snow	2	5	10	Purchase and make available Grit and Salt	1	5	3	Maintence manager	prior to the winter season
'Slips Trips and Falls. (Inside)	All Hall Useres, Cleaners,	Wet flloor	Cleaning equipment provided, including: Mop & Bucket and paper towel.	2	5	10	Hirer to make sure any spillage is cleaned up.	1	5	5	Peron hiring the hall	Prior to any activity
Slips, tri[ps and falls (Inside Hall)	All Hall Useres, Cleaners,	Wet and Slippery floor	Cleaning equipment and paper towel avaialble to all users inmain Hall cupboard	2	5	10	Signagge to be provided and placed at any identified slip hazard, ie, when cleaning	1	5	5	OOSMH Chairperson and Executive management committee	6 monthly
Slip, trips and Fall (inside)	All Hall users	triping on lose cables	All cables to be as short as possible and where they cross the floor they are taped down	1	5	10	Hirere to be made aware of their responsibility	1	5	10	Hirers/Hall users	Prior to and during the activity.
Woking at Hieghts	Trades persons,Volunteers	Falls from hight	Ladders provided. Ladders secured to working area.	2	5	10	Ladder registar and cheecked by competent person. User to check before use. Make sure the ladders are tied off or footed by a 2nd person	1	5	5	OOSMH Chairperson and Executive management committee, Maintenence manager. Contractors employed by the ECM to carry out works on the Hall	Ladders checked and registared annually. Correct use of ladders on the day
Woking at Hieghts	Trades persons,Volunteers	Falls from hight		3	5	15	Use 3 points of contact and do not work outdside the profile of the ladder	1	5	5	Person organising the work activity	When the activity is taking place.
Fire	All Hall users	Burns	Annual fire inspection, including audit of correct fire extinguishers. RA assement in place	2	5	10	Hirers to be made aware of Fire evacuation policy	1	5	10	Treasurers currently reviews the RA and Annual fire certificate	annually
Manual Handling	All Hall users	Lifting awkwardly or beyond their means	Lifting aids, ie trolly for tables and sack truck for chairs	3	4	12	Awarness of correct manual handling procedures	1	4	4	Event organiser to check manual handling awareness of individuals	When activity is taking place
Manual handling	All hall users	Removing/replacing large tables	straps to support the tables,	4	5	20	better system to support the tables	1	5	5	chairperson and vice chair to reslove the issue.	2 months after COVID level 1 is achevied in Oldbury
scolding from hot water	All hall users	Scolding water 'burning' the individual	Hot water thermostat set at the correct tempreature	1	3	3	Annaul review during boiler service	1	3	3	Maintenance manager	Annually
Burns when using the kitchen equipment	persons involved in kitchen activities	Touching hot surfaces, scolding from hot water/hot fat	Notices and protective equipment (oven gloves etc)	2	5	10	make people aware of the risks	2	3	6	Person organising the work activity	When the activity is taking place.
Electrocution	All hall users	Electric shock through faulty equipment od bad practice	bi annual PAT of equipment and 5 yaer hard wiring test	1	5	5	Ensure good prcactise otf swithcing off power a before removing a plug. Water to be kept away from plugs unless IP 65	1	5	5	Person in charge of the activity	When the activity takes place
Fire	All Hall uesers	Burns/suffication	Fire risk assesment	3	5	15	Ensure evacuation procedure is understood by all Hall uesers	1	5	5	Person oin charge of the activity	When the Hall is being hired.
Legionaires	All hall users	sickness/hospilisation	correct water tempreture	1	5	5	test tempreture of water, run cold water for a minute	1	3	3	Maintenace manager	annually

Future Review date	17/0820
Name/ signature of person completing this assessment	Simon Ingram (IOSH)
Training Provider	

Risk Rating Scores						
Likelihood		REMOTE		POSSIBLE		CERTAIN
Consequence		1	2	3	4	5
TRIVIAL	1	1	2	3	4	5