

Risk assessment: C & S PPFA Ltd

Village Hall Storeroom

Assessment carried out by: Dinny Davies

Date assessment was carried out: 01/09/2023

Date of next review: 01/09/2024

Date signed off by committee: 28/11/2023

What are the hazards?	Who might be harmed and how?	What are we already doing to control the risks?	What further action do we need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Electricity 3 phase supply to meter & switches on wall Consumer unit/distribution cupboard on wall housing trip switches	<ul style="list-style-type: none">• Users & maintenance personnel• Children• Electrocutation and/or burns• Electrical equipment damaged by movement of chairs/tables etc	<ul style="list-style-type: none">• Meter and incoming supply securely fastened to wall, and that area is behind barrier rails• System designed, installed and certified by qualified electricians, to conform with Building Regs• Electrical Installation Condition Report produced every five years• Consumer unit mounted at eye level• Users are advised to keep storeroom doors shut, unless moving equipment in and out• Users are advised to keep children out of storeroom, unless under close	N/A	N/A	N/A	N/A

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		supervision				
Slips, trips & falls	<ul style="list-style-type: none"> • Users & maintenance personnel • Trip over door threshold • Equipment stored in such a way that makes access difficult 	<ul style="list-style-type: none"> • Height of threshold minimised to avoid trips • Minimise equipment stored on floor, keep it against wall, leaving clear space for access • Photograph mounted on wall, showing how equipment should be stored 	N/A	N/A	N/A	N/A
Gas Incoming gas main to meter and gas boiler, both wall mounted. Could potentially leak due to faulty installation, maintenance or damage	<ul style="list-style-type: none"> • Users & maintenance personnel • Gas leak causing asphyxiation or explosion • Carbon Monoxide poisoning • Gas equipment damaged by movement of chairs/tables etc 	<ul style="list-style-type: none"> • Meter & boiler are securely mounted on wall • Meter, boiler & all pipe work and ancillaries are in the area behind the barrier rails • System designed, installed and certified by qualified gas engineers, to conform with Building Regs • Carbon monoxide alarm fitted. • Users are advised to keep storeroom doors shut, unless moving equipment in and out • Users are advised to keep children out of 	N/A	N/A	N/A	N/A

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		storeroom, unless under close supervision <ul style="list-style-type: none"> • Annual gas safety check 				
Fire	<ul style="list-style-type: none"> • Users & maintenance personnel • Burns • Asphyxiation from smoke/fumes 	<ul style="list-style-type: none"> • A fire risk assessment has been carried out for the whole building, and suitable actions taken. • Mains wired smoke/fire alarm on storeroom ceiling, tested twice a year during Guardian third party inspection • Glass panels in doors (allowing visibility of any fire, without need to open doors) • Emergency button to open doors in an emergency • Fire extinguishers positioned just outside storeroom doors • Fire extinguishers are inspected annually during Walkers third party inspection. • Weekly checks of fire alarms, fire doors and 	N/A	N/A	N/A	N/A

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		<p>emergency lighting.</p> <ul style="list-style-type: none"> No highly flammable materials stored in store room 				
<p>Stored Equipment e.g.Tables, chairs & users' equipment</p>	<ul style="list-style-type: none"> Users & maintenance personnel Injury from falling chairs, tables or equipment Injury from moving heavy or awkward equipment 	<ul style="list-style-type: none"> Most chairs stored on purpose built racking or trolleys (to aid moving them). Additional chairs are stacked on floor, against wall or barrier, so as not to impede access Tables are lightweight & folding, and are stacked against the walls The (heavier) table tennis tables are carefully stacked against the wall at the back of the room. They have wheels to aid movement, and are only moved by experienced players & personnel Lightweight aluminium stepladders are leant against the wall, and locked in place Small items of user 	N/A	N/A	N/A	N/A

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		<p>equipment are stored in lightweight crates (to make handling easier), on robust purpose built shelving</p> <ul style="list-style-type: none"> • Certain items such as brushes are stored on the floor, leaving adequate room for access to other equipment • Photograph is displayed, showing the correct storage arrangement of chairs and other equipment 				