

Date of risk assessment: January 2017

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
<p>Slips, trips and falls at Entrance steps, hallway floor Yoga hall floor Fire escape rear Fire escape off stage Door to kitchen/office etc.</p>	<p>Users of the hall and visitors to centre and car park may suffer injuries such as fractures or bruising if they slip, eg on spillages or trip over objects and slip or stumble on stairs.</p>	<ul style="list-style-type: none"> ▪ Car park surface maintained by Council and is as even as possible. 	<ul style="list-style-type: none"> ■ Surface to be inspected regularly and repaired as necessary. Council responsibility. 	<p>Janitor/ Sam Rao Stand-in teachers</p>		<p>Management</p>
		<ul style="list-style-type: none"> ▪ One Parking spaces for visitors with disabilities available ▪ Good lighting in car park. ▪ Entrance area and entrance hall. Yoga hall is very well lit. ▪ Users know (through hire agreement) to clear up 	<ul style="list-style-type: none"> ■ Hall and entrance area is always swept clean before start of class. No storage in corridors No electrical cables 	<p>Janitor is excellent at keeping hall and entrance area clear. Sam always sweeps the floor before students start to arrive for the class to commence</p>	<p>weekly</p>	<p>Sam Rao 13th January 2017.</p>
		<ul style="list-style-type: none"> ▪ Mats at entrances to stop rain water being carried in. ▪ No storage in corridors. ▪ No trailing electrical leads/cables. 	<ul style="list-style-type: none"> ■ Put in place system for checking condition of stepladder. 	<p>Secretary</p>		<p>Management</p>
			<ul style="list-style-type: none"> ■ Consider implications for work at height of any future alterations to the hall. 	<p>Secretary</p>	<p>As needed</p>	<p>management</p>

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<p>Hazardous substances Eg cleaning products</p>	<p>The cleaner, and others cleaning, risk skin problems, eg dermatitis and eye damage, from direct contact with cleaning chemicals. Vapour may cause breathing problems.</p>	<ul style="list-style-type: none"> ▪ Mops, brushes and strong rubber gloves provided. ▪ Cleaning products marked 'irritant' replaced with milder alternatives. ▪ Cleaner trained to use products safely, eg follow instructions on the label, dilute properly and never transfer to an unmarked container. ▪ Cleaning products stored securely. 	<ul style="list-style-type: none"> ■ Cleaner reminded to check for dry, red or itchy skin on her/his hands and, if finding any, to go to doctors for advice and to tell the secretary to the management committee. 	<p>Secretary Janitor</p>		<p>Management</p>
		<ul style="list-style-type: none"> ▪ Fixed installation correctly installed by qualified electrician, and inspected regularly. ▪ All repairs by qualified electrician. 	<ul style="list-style-type: none"> ■ Make sure hall users know where the fuse box is and how to switch supply off in an emergency. <p>Sam is aware of where to switch the mains off.</p> <p>All electrical equipment is inspected by the council.</p>	<p>Management</p>		<p>Sam</p>

Electricity	Users risk electric shocks or burns from faulty equipment or installation.	<ul style="list-style-type: none"> ▪ Safety plugs in sockets. ▪ Portable equipment checked for visual signs of damage before use. ▪ Hall users know they are responsible for any equipment used on site. 	<ul style="list-style-type: none"> ■ Remind users that portable equipment considered unsafe should be marked and taken out of use. 	Secretary		Sam
Stored equipment	Users could be injured by collapsing stacks.	<ul style="list-style-type: none"> ■ Users know that they must stack chairs carefully so that they do not collapse 	<ul style="list-style-type: none"> ■ Sam and his teachers are aware. Chairs are always stacked safely. 	Sam and or his stand-in teachers		Sam

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Fire	If trapped, staff could suffer fatal injuries from smoke inhalation/burns	<ul style="list-style-type: none"> ■ Fire risk assessment done, all fire exits are clear. 	<ul style="list-style-type: none"> ■ Ensure the actions identified as necessary by the fire risk assessment are done. Keeping fire exit doors clear	Management	From now on	Sam