


Health & Safety Risk Assessment

Rural Hall	Pukeoware Community Hall	Location	Bald Hill Road, Pukeoware, Waiuku, 2681			
Hall Description	Community hall, volunteer run, providing flexible facilities for local community use.	Work Area	Hall & Surrounding Grounds	Assessment Date	May 2018	
Position/Job Role	Bookings Officer					
Assessed by:	Jenny Powell					

Risk ID	What are the identified hazards?	Who might be harmed and how?	Risk Ratings * See Key			What controls are in place?	What further action is necessary?	Action - monitoring By whom?	Action by when?	Completed – Date
			Likelihood	Consequence	Overall Risk Rating					
1	Slips, trips and falls <i>E.g. uneven surface of car park, ramp, steps, wet floors etc.</i>	Users of the hall and car park may suffer injuries such as fractures or bruising if they slip, e.g. on spillages, uneven surfaces or trip over objects.	Unlikely	Moderate	Medium	<ul style="list-style-type: none"> ▪ Car park surface maintained to be as even as possible. ▪ Parking spaces for visitors with disabilities are available next to hall entrance. ▪ Good lighting in car park and all rooms and corridors in the hall. ▪ External decks, ramp & steps maintained regularly ▪ Users know (through hire agreement) to clear up spillages immediately and know where equipment for this is kept. ▪ 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"> • Surface to be inspected regularly and repaired as necessary. • Wet floor slip warning signs to be provided 	Inspect 6 monthly Ensure that cleaning equipment is available – check with the cleaner if equipment needs replacing. Hall Committee		6 monthly or as required
2	Working at height <i>E.g. changing light bulbs, cleaning windows, putting up decorations etc.</i>	Anyone working at any height could suffer injuries, possibly very serious ones, should they fall.	Unlikely	Major	Medium	<ul style="list-style-type: none"> ▪ Appropriate, commercial stepladder securely stored and available for use. ▪ Hall users know (through hire agreement) that they are responsible for using the step ladder safely and that specialist equipment is required for high stud ceilings. ▪ Hall committee members and cleaner know how to use the stepladder safely. 	<ul style="list-style-type: none"> ▪ Copies of Worksafe Guidance on safe use of stepladders & ladders is available. ▪ Put in place system for checking condition of stepladder. ▪ Ensure contractors provide a risk assessment / safety plan for any work at height. 	Hall Committee	1 st August 2018	

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3	Falling Objects <i>E.g. Tools and equipment being used by contractors or hall users when decorating or undertaking maintenance etc.</i>	Contractors, users of the Hall installing decorations or undertaking maintenance	Unlikely	Major	Medium	<ul style="list-style-type: none"> Hall users know (through hire agreement) that they are responsible for using the step ladder safely and that specialist equipment is required for high stud ceilings. 	<ul style="list-style-type: none"> Policy must be in place to remind people that any work at height must only be undertaken by competent individuals. 			
4	Electricity	Users risk electric shocks or burns from faulty equipment or installation.	Unlikely	Major	Medium	<ul style="list-style-type: none"> Fixed wiring correctly installed by qualified electrician and inspected regularly. All repairs are undertaken by qualified electrician. Portable equipment checked for visual signs of damage before use. Hall users know that they are responsible for any equipment used on site. Get sign for the emergency off switch 	<ul style="list-style-type: none"> Get portable electrical equipment tested annually. (Arrange) Make sure hall users know where fuse box is and how to switch off in emergency. (Sign) Remind users that portable equipment considered unsafe should be marked and notified. (Hire Contract) Electrical circuit diagrams are included in the Hall Safety file for reference by contractors. 	Committee Secretary to Maintain File	1 st August 2018	
5	LPG Gas	Users could suffer harm if there was a gas leak	Rare	Minor	Low	<ul style="list-style-type: none"> Equipment & pipework checked regularly Isolation tap in kitchen clearly identified All users must be aware that: <ul style="list-style-type: none"> If they suspect a gas leak, they turn off the supply at the isolation tap, consider calling 111 Fire Service If in doubt evacuate the building Don't turn the supply back on until the leak has been dealt with by a competent person 	<ul style="list-style-type: none"> 6 monthly visual inspection of pipework etc. Sign in kitchen identifying isolation switch (Sign) 	Hall Committee	1 st August 2018	
6	Stored Equipment	Users could be injured when setting up or moving equipment. e.g. Chairs; tables, trolleys & staging etc.	Unlikely	Minor	Low	<ul style="list-style-type: none"> Advice given to hall users 	<ul style="list-style-type: none"> Sign in chair storage room. Make sure all users know about safe stacking. Post event visual check 	Hall Committee	1 st August 2018 Inspect after events	As needed

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7	Hazardous substances <i>E.g. cleaning products and paints</i>	Cleaner / Hall users, may suffer skin irritation, respiratory problems or poisoning due to contact, inhalation or ingestion.	Rare	Minor	Low	<ul style="list-style-type: none"> Children are required to be supervised at all times. Cleaning products and coatings etc. are safely stored not made available for general use. Safer cleaning products are sourced as far as possible. 				
8	Manual Handling	Users may suffer back or other injury if they try to lift objects that are too heavy or awkward.	Possible	Minor	Medium	<ul style="list-style-type: none"> Where appropriate trolleys are provided to move heavy equipment. 	<ul style="list-style-type: none"> Put as system in place for checking moving equipment. 	Hall Committee		
9	Fire	If trapped users could suffer fatal injuries from smoke inhalation and/or burns.	Rare	Harmful	Medium	<ul style="list-style-type: none"> Fire extinguishers/emergency signage/evacuation plan all in place Fire risk assessment completed as required for building WOF?? 	<ul style="list-style-type: none"> Ensure assessment carried out annually 	Hall Committee	June 2019	
10	Vehicles using car parks	Pedestrians in the car park could suffer serious injury if struck by cars entering/leaving car park or moving in it.	Unlikely	Harmful	Medium	<ul style="list-style-type: none"> Car Park well lit at night 	<ul style="list-style-type: none"> During large events, consider whether parking marshals wearing high visibility vests should be used/advise hirers to consider this. 	Hall Committee		
11	Kitchen Hazards	Risk of injury to hall users in kitchen area. e.g Heat, sharp knives etc.	Rare	Moderate	Low	<ul style="list-style-type: none"> Notices posted banning children from kitchen and warning users of risks Users required to check after each event to make sure appliances shut off etc. 	<ul style="list-style-type: none"> Put up notices posted banning children from kitchen and warning users of risks 	Hall Committee		
12	Locking the building with people inside	Users, public etc. at risk of being trapped in building	Unlikely	Insignificant	Low	<ul style="list-style-type: none"> Users reminded to do a visual sweep of the building before locking up Emergency exits signposted and these all open freely from inside. Key register maintained to show who has access to keys. 		Hall Committee		



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13	Noise	Loud noise can damage hearing	Rare	Insignificant	Low	<ul style="list-style-type: none"> All users should be considerate of neighbours in regard to noise and its impact. Internal noise levels do not exceed 95dBA. Activities involving loud amplified music must cease at midnight. External doors and windows closed after 7.00pm for activities involving loud amplified music Vehicle movements/parking does not create a noise nuisance 		Hall Committee		
14	Lone Working	<p>Anyone using or working in the hall on their own are exposed to a variety of risks to their health, safety & security – in particular:</p> <ul style="list-style-type: none"> People with responsibility for opening up and closing buildings Maintenance workers Cleaning staff who work alone Lone users of the building 	Possible	Minor	Medium	<ul style="list-style-type: none"> All users aware of possible risks Let someone know where you are Lock external doors when alone Able to summon help/raise alarm (Carry mobile phone) Familiarise with emergency procedure Able to carry out their job safely No working at height or on ladders alone 	<ul style="list-style-type: none"> Lone user guidelines to be provided for all users of the hall 	Hall Committee	1 st August 2018	

Risk Assessment Matrix

Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Critical
Almost Certain	Medium	Medium	High	Extreme	Extreme
Likely	Low	Medium	High	High	Extreme
Possible	Low	Medium	High	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Consequence	Description of Consequence	Likelihood	Description of Likelihood
1. Insignificant	No treatment required	1. Rare	Will only occur in exceptional circumstances
2. Minor	Minor injury requiring First Aid treatment (e.g. minor cuts, bruises, bumps)	2. Unlikely	Not likely to occur within the foreseeable future.
3. Moderate	Injury requiring medical treatment or lost time	3. Possible	May occur within the foreseeable future.
4. Major	Serious injury (injuries) requiring specialist medical treatment or hospitalisation	4. Likely	Likely to occur within the foreseeable future.;
5. Critical	Loss of life, permanent disability or multiple serious injuries	5. Almost Certain	Almost certain to occur within the foreseeable future.

Assessed Risk Level	Description of Risk Level	Actions
Low	If an incident were to occur, there would be little likelihood that an injury would result.	Undertake the activity with the existing controls in place.
Medium	If an incident were to occur, there would be some chance that an injury requiring First Aid would result.	Additional controls may be needed.
High	If an incident were to occur, it would be likely that an injury requiring medical treatment would result.	Controls will need to be in place before the activity is undertaken.
Extreme	If an incident were to occur, it would be likely that a permanent, debilitating injury or death would result.	Consider alternatives to doing the activity. Significant control measures will need to be implemented to ensure safety.
Control Measures	Isolation: separate people from the hazard (e.g. safety barrier)	
	Administration: putting rules, signage or training in place to make a workplace safer (e.g. induction training, highlighting trip hazards)	
	Personal Protective Equipment (PPE): Protective clothing and equipment (e.g. gloves, hats)	

Supporting Documents	Document	Hyperlink
Safe working with ladders & stepladders	 WKS-6-excavations-ladders-and-stepladders	https://worksafe.govt.nz/search/SearchForm?Search=ladders+%26+stepladders&action_results=Go
Working at Height	 WKS-4-working-at-height-in-NZ.pdf	https://worksafe.govt.nz/search/SearchForm?Search=working+at+height&action_results=Go