

HAZARDS & RISKS REGISTER

COMMUNITY HALLS & MEETING ROOMS

HAZARD	RISK	ACTION
Fire	Burns/injury/death	All hirers to be familiar with the facility fire and evacuation procedures. Call emergency services for assistance immediately.
Pack in/out, Moving Equipment	Collision injury	Control workspace, tool box meeting prior to work start, maintain clear lines of site, use spotters, work as team, vocal communication
Manual Handling	Strains	Heavy objects such as chairs/tables only to be moved by suitable fit persons. Mechanical aids should be used where available. No objects heavier than 25 Kg should be lifted without assistance.
Moving Furniture	Strains, crushing injury	Do not over stack chair trollies (max 20x chairs). Move furniture with a helper.
Walkways, Hallways, Exits	Egress blocked, trip hazard	Ensure no storage in walkways, regularly checks for obstructions, always maintain clear exits.
Working at Heights	Fall	Restrict access; provide training in correct use of equipment (Ladders, Scaff Tower & Lifter). Ongoing training & supervision
Ladders	Fall	Restrict access, No ladders over 2m tall, one person on a ladder at a time, regular maintenance checks
Temporary Staging	Trip & fall	Mark all stage edges with white tape. Where practicable all steps should have hand rail. Staging over 900mm will have hand rail. All access points to have adequate lighting
Electrical Equipment	Electrocution risk	Regular maintenance – all units to have current test and tags, all plant to pass visual inspection
Luminaires	Burns, electrocution	Do not adjust lights while hot. Switch lights off before adjusting, Training about working with luminaires – safe operating
Cable Run	Trip hazard	Where possible cable is to not be run along the floor – avoiding the creation of trip hazards. Cable to be run in such manner to minimize crossing of egress. Cable to be taped down.
Cleaning chemicals	Poisoning, chemical burns	All toxic cleaning chemicals to be locked in a secure area away from the general public. Domestic type cleaning products may be stored in kitchen or bathroom areas in appropriate cupboards. All users to be familiar with the product and refer to use instructions.
Boiling Water	Scald	Maintain awareness while using water boiler. Avoid distractions when using water boiler.
Spilt Liquid	Slips & fall	Clean up spills immediately. Use “wet floor” signage if mopping floor.
Cooking	Burns	Only suitably experienced or qualified persons to use ovens, food warmers or stoves. Fire extinguisher to be available at all times. All persons cooking to be familiar with how the extinguisher works.
Cutting/sharp implements	Cuts from sharp objects, kitchen utensils	Only suitably experienced or qualified persons to use sharp objects or utensils. Other must be supervised by an appropriate person when using sharp objects.
Ice	Slips & Trips Hazard	Ensure steps/ramps/entryways are clear of ice prior to allowing others to use them.
Car Parks	Injury to persons, damage to property	All vehicles on-site to travel at a 5km with hazard lights on. No vehicle to move without drivers checking the way is clear around them in every direction. Vehicles are to only be operated by suitably licenced drivers. Vehicle movement to be managed by marshals.
Anti-social behaviour	Injury to persons, damage to facility	If it is safe to do so remove culprit from the facility if it is safe to do so. If any danger hirer to evacuate all persons from the area and call the police for immediate assistance. If possible isolate the culprit from other hall users. (e.g. lock doors)