



CLYDACH COMMUNITY COUNCIL CLYDACH COMMUNITY HALL RISK ASSESSMENT

Reviewing Procedure

This Document will be formally reviewed regularly by the Community Council Councillors.

Document Review			
Date	Meeting	Name	Signature
21 st April 2021		Matthew Bailey	
13 May 2025	Annual Meeting	Julian Nicholds	<i>J Nicholds</i>

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Hierarchy of Control

Once the need for control measures has been identified, apply the following principles of prevention in designing these measures:

Hierarchy	Meaning	Practical Example
E	Eliminate	Work from Home
R	Reduce	Split shifts, less people within the workplace at any one time, making adjustment to how tasks are undertaken
I	Isolate	Self-Isolation if symptomatic, making adjustment to how tasks are undertaken
C	Control	Physical barriers to keep workforce apart
P	PPE	Masks, gloves
D	Discipline	Asking workforce to keep 2m apart

Risk Matrix

RISK RATING (R) Likelihood (L) x Severity (S)		HAZARD SEVERITY (S)					RISK EVALUATION	
		Negligible (1) Negligible injury, no resulting absence from work	Slight (2) Minor injury requiring first aid treatment	Moderate (3) Injury probably leading to a lost-time accident	High (4) Involving a single death or serious injury	Very High (5) Worst Case - Multiple deaths and / or serious injuries	<p>Likelihood of Occurrence (L): How often could the hazard occur? Consider the task frequency, duration, method of work, employees involved.</p> <p>Hazard Severity (S): How serious would the hazard effect be if realised? Consider the type of hazard – Biological, Ergonomic, Physical and Chemical.</p> <p>Evaluate the likelihood and severity to produce a Risk Rating (R)</p> <p>Likelihood (L) x Severity (S) = Risk Rating (R)</p> <p>The Risk Assessment Matrix on the left provides guidance in evaluating the Risk Rating.</p> <p>Example: A likelihood of Occurrence of “Possible” and a Hazard Severity of “Moderate” would give a Risk Rating of “Medium”</p> <p>POSSIBLE x MODERATE = MEDIUM</p>	
LIKELIHOOD OF OCCURRENCE (L)	Very Unlikely (1) A freak combination of factors would be required for an incident / accident to result	LOW (1)	LOW (2)	LOW (3)	LOW (4)	MEDIUM (5)		
	Unlikely (2) A rare combination of factors would be required for an incident / accident to result	LOW (2)	LOW (4)	MEDIUM (6)	MEDIUM (8)	MEDIUM (10)		
	Possible (3) Could happen when additional factors are present but otherwise unlikely to occur	LOW (3)	MEDIUM (6)	MEDIUM (9)	MEDIUM (12)	HIGH (15)		
	Likely (4) Not certain to happen but an additional factor may result in an incident / accident	LOW (4)	MEDIUM (8)	MEDIUM (12)	HIGH (16)	HIGH (20)		
	Very Likely (5) Almost inevitable that an incident / accident would result	MEDIUM (5)	MEDIUM (10)	HIGH (15)	HIGH (20)	HIGH (25)		
							LOW	LOW – May be acceptable: however, review task to see if risk can be reduced further
							MED	MEDIUM – Task should only proceed with appropriate consultation with specialist personnel. Where possible, the task should be refined to take account of the hazards involved or the risks should be reduced further prior to task commencement
							HIGH	HIGH – Task must not proceed. It should be redefined, or further control measures put in place to reduce risk. The controls should be re- assessed for adequacy prior to task commencement

Risk Assessment

Work activity being assessed:		Clydach Community Hall				Location:		Clydach		RA Ref:		RA/COVID-19			
Assessor:		Ian James (Green Hat)		Signed:		Date prepared:		21 st April 2021		Review date:		Ongoing			
Key to assessment				Risk value:		Low Slightly harmful –Trivial impact / damage quickly repaired				Medium Harmful – Moderate impact / partial loss of operations		High Very harmful – Intolerable with very serious consequences			
				People at risk:		<input checked="" type="checkbox"/> Employees		<input checked="" type="checkbox"/> Visitors		<input checked="" type="checkbox"/> General public		<input checked="" type="checkbox"/> Other			
Hazards (Potential to cause harm)		Risk (Consequences)		Initial Risk Value			Precautions / control measures required to reduce the level of risk to the lowest practicable level						Residual Risk Value		
				Likely	Severity	Rating							Likely	Severity	Rating
COMMUNITY HALL GENERAL:															
Slips, Trips and Falls		Council members, Volunteers, Organisers, Visitors, Members of the public at risk of injury if they trip over objects or slip on spillages		3	3	9	<ul style="list-style-type: none">o Good lighting in all rooms, corridors and hall.o Users aware of the need (through hire agreement) to clear up spillages immediately and aware of where the equipment for this (mops etc.)are kept.o Mats to be placed at entrances to prevent rainwater being carried in.o No storage permitted in corridors.o No trailing electrical leads.o Cleaner/Supervisor to use anti-slip cleaning products.o Regular inspection regime in place with all inspections being recorded.o Ensure all Staff and employees are aware of their responsibilities in keeping areas clear of trip hazards						2	2	4
Fire		Council members, Volunteers, Organisers, Visitors, Members of the public/. Fatality, serious burns, smoke/toxic fumes inhalation.		3	3	9	<ul style="list-style-type: none">o Fire risk assessment in place.o Regular and recorded checks of means of escape routes.o Safe condition (green with white pictograms) signage promulgated showing escape routes.o Action on discovering a fire notices clearly displayed in the premises and included in the hire agreement and explained during new user induction.o Appropriate fire extinguishers/hose reels in situ and checked regularly and serviced annually.o Users are informed that they are responsible for the evacuation arrangements for any of their users with special needs.						2	2	4
Asbestos: May be present in older buildings in pipe lagging, boiler insulation, fire resistance etc		Staff, volunteers and Visitors at risk of inhalation of fibres due to disturbance of asbestos.		2	3	6	<ul style="list-style-type: none">o Asbestos survey conducted and report produced which indicates the whereabouts of any asbestos.o Asbestos survey report available to all contractors.o Warning signage displayed in areas where asbestos is present informing contractor and users not to disturb.o Regular visual inspections carried out and recorded of condition of asbestos containing areas.o In the event of a suspected disturbance of asbestos all users are informed to evacuate the premises immediately and contact the warden.o Removal of disturbed asbestos and cleaning of contaminated area(s) to be undertaken by a specialist contractor.						1	3	3

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Manual Handling: Movement of equipment, stage units, furniture, play equipment etc.		Council members, Volunteers, Organisers, Visitors, Members of the public Users may suffer strains, back pain etc. if they attempt to lift and carry equipment that is too heavy or awkward to handle..		3	3	9	<ul style="list-style-type: none">○ Trolleys are available for use to move heavy equipment and all users are informed where they are kept and have access to them.○ Signage displaying correct lifting techniques clearly displayed.○ Gloves are recommended for use when moving or handling furniture and equipment.○ Staff and volunteers trained on correct lifting techniques.○ Only authorised people to carry heavy objects including volunteers and members of public.								3	2	6
Stored equipment i.e. trestle tables, chairs, play equipment etc		Council members, Volunteers, Organisers, Visitors, Members of the public. Stacked chairs, tables or hard to reach equipment may topple.		3	3	9	<ul style="list-style-type: none">○ Nesting chairs stacked no more than *8 high.○ Nesting tables stacked no more than* 6 high.○ Users are aware. (Via the terms of the hire agreement) of the above requirements.○ Signage clearly displayed to remind users of the safe stacking limits.○ Collapsible tables and chairs secured to wall with securing straps.○ *these figures may differ depending on the type of chair of table in use.								2	2	4
Hazardous substances		Anyone who may use a cleaning product to clear up a spillage or other materials Visitors who may accidentally come into contact with substances Skin problems i.e. dermatitis, eye damage from direct		2	3	6	<ul style="list-style-type: none">○ Mops, brushes and rubber gloves (Personal Protective Equipment) provided.○ Cleaning products classified as 'irritant' or above (i.e. corrosive etc.) replaced, where possible, with a milder product.○ Cleaner/Site Supervisor instructed on the safe use of products i.e. follow users instructions, dilute properly, use in well ventilated areas and never transfer to unmarked containers.○ Records of instruction maintained.○ Cleaning products stored appropriately and securely.○ Minimum amount of cleaning products kept on site.○ A COSHH (Control of Substances Hazardous to Health) register is maintained comprising: Inventory of all products used together with material safety data sheets for each product and for items identified as a hazardous substance, or posing a risk to health, a completed individual COSHH risk assessment.								2	2	4

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		contact with substances, breathing problems from vapours. Accidental ingestion Vapours may cause respiratory issues especially in confined spaces.															
Electricity		Council members, Volunteers, Organisers, Visitors, Members of the public. Users risk electric shock or burns from faulty equipment or installation.		2	4	8	<div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><d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		Organisers, Visitors, Members of the public Lack of welfare arrangements, Public hygiene					<ul style="list-style-type: none">o Additional mobile toilet(s) to be provided if required if large event or regular toilets unusable.o Consider any special requirements for those attending the event e.g. disabled access, additional containers for nappy disposal, etc.										
Working at height (e.g. Decoration, Christmas decorations, changing lightbulbs, Hanging baskets, etc.)		Council members, Volunteers, Organisers, Visitors, Members of the public at risk of sprains, broken limbs, or the potential for a fatality resulting in a fall from a height.		3	4	12	<ul style="list-style-type: none">o Use work at height hierarchy to determine most suitable method of working at height, do not assume step ladder appropriate for all jobso Ladders and stepladders are the most commonly used pieces of access equipment for a wide range of tasks and perhaps the most misused, so it is essential that those who use ladders are trained and competent to do so.o Ladders should be last option. They should only be considered for light work of short duration and where the use of other more suitable work equipment is not appropriate. If ladders are used, they should be:<ul style="list-style-type: none">o of the correct type – class 1 industrial or EN131 is recommendedo in good conditiono placed on firm level ground properly secured and set at the correct length and angle for the job.o Appropriate, commercial stepladder/ladders securely stored and available for use.o Stepladder/ladder only to be used by competent and authorised personnel.o Stepladder/ladder subject to regular and recorded inspections.o Copies of 'Safe use of Ladders' guidance available next to ladder storage area.o Contractors to be used for tasks which require specialist equipment/skills i.e. fixing flower tubs to lamp posts etc.								2	3	6
Violence and threatening behaviour		Council members, Volunteers, Organisers, Visitors, Members of the public may suffer assault, threats and abuse from members of the public entering the building.		3	3	9	<ul style="list-style-type: none">o Emergency contact details to be made available to all staff / volunteers in event of an incidento Staff trained to deal to provide a polite, non-confrontational service.o Consider use of door controls ie entry phone system and self-locking front door to minimise risk.o Contact details retained from all bookings and organisation who use the facilities.o Report any incidents to the police and keep a log on-site.								2	3	6

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				People at risk:		<input checked="" type="checkbox"/> Employees				<input checked="" type="checkbox"/> Visitors		<input checked="" type="checkbox"/> General public		<input checked="" type="checkbox"/> Other			
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First aid provision		Council members, Volunteers, Organisers, Visitors, Members of the public Any of the injuries referred to in this risk assessment document		2	2	4	<ul style="list-style-type: none">First aid needs risk assessment carried out to determine the level of first aid cover required.Sufficient trained first aiders (may be qualified volunteers or organisations such as St John's Ambulance) on site to deal with likely injuries.Sufficient first aid boxes, fully stocked with in date first aid items.Telephones available to call emergency services. Access to landlines and mobile telephones available (mobiles fully charged with sufficient credit and good signal).Signage informing public where first aid is available is clearly displayed.								1	1	1
Disposal of waste		Council members, Volunteers, Organisers, Visitors, Members of the public potential risk of Vermin Infestation Public hygiene Hazardous waste (light tubes, paints, oils etc.). Slips and trips		2	3	6	<ul style="list-style-type: none">Arrangements with local council for the disposal of any waste classed as hazardous i.e. light tubes, medical waste etc.Waste disposal procedures risk assessed.Sufficient waste disposal bags/containers available with arrangements for immediate collection or storage until refuse collection day.All relevant people to be briefed on arrangements.Arrangements in place to clear site of litter and refuse after event.Special containers for glass.Yellow medical disposal containers provided for needles/sharps.Safe procedure documented and shared with relevant personnel for the disposal of any sharps.								2	2	4
KITCHEN AREA																	
Kitchen Area: Slips and trips		Kitchen users may be injured if they trip over objects or slipping on spillages		2	3	6	<ul style="list-style-type: none">Access to kitchen by authorised staff / volunteers only.General good housekeeping – goods and equipment stored safely.There are no trailing leads or cables.Spillages cleaned promptly; wet floor signs utilised.Floor maintained in good condition.Kitchen equipment maintained to minimise leaks.Suitable cleaning materials available.Appropriate footwear worn by users.Ensure kitchen users all are aware of their responsibilities in terms of housekeeping and access								2	2	4
Kitchen Area: Fire		Kitchen users may suffer from fatal		2	4	8	<ul style="list-style-type: none">Fire Risk Assessment in place.Regular checks of emergency lighting, alarm system and fire fighting equipment.								2	3	6

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	injuries from burns and/or smoke inhalation.				<ul style="list-style-type: none"> Practice evacuations. Fire risk assessment, management and recovery plan in place. Staff to be sent on appropriate fire safety training course. Ensure actions highlighted in risk assessment are adhered to. 							
Kitchen Area: Knives / other sharp kitchen equipment	Kitchen users may suffer from cuts	3	3	9	<ul style="list-style-type: none"> All trained to use equipment properly. Equipment stored safely when not in use. First aid box / First aider available. 					2	3	6
Kitchen Area: Manual handling of heavy or bulky items	Kitchen users may suffer strains, back pain etc. if they attempt to lift and carry equipment that is too heavy or awkward to handle...	2	3	6	<ul style="list-style-type: none"> Trolleys are available for use to move heavy equipment and all users are informed where they are kept and have access to them. Signage displaying correct lifting techniques clearly displayed. Gloves are recommended for use when moving or handling furniture and equipment. Staff and volunteers trained on correct lifting techniques. Only authorised people to carry heavy objects including volunteers and members of public. 					2	2	4
Kitchen Area: Stored equipment / goods	Kitchen users at risk of injury from falling materials / tins etc.	3	3	9	<ul style="list-style-type: none"> All aware of correct techniques for storage and removal to minimise toppling hazard. Heavy objects stored at low levels. 					2	2	4
Kitchen Area: Hazardous materials	Kitchen users who may use a cleaning product to clear up a spillage Visitors who may accidentally come into contact with substances Skin problems i.e. dermatitis, eye damage from direct contact with substances, breathing problems	2	2	4	<ul style="list-style-type: none"> Mops, brushes and rubber gloves (Personal Protective Equipment) provided. Cleaning products classified as 'irritant' or above (i.e. corrosive etc.) replaced, where possible, with a milder product. Cleaner/Site Supervisor instructed on the safe use of products i.e. follow users instructions, dilute properly, use in well ventilated areas and never transfer to unmarked containers. Records of instruction maintained. Cleaning products stored appropriately and securely. Minimum amount of cleaning products kept on site. A COSHH (Control of Substances Hazardous to Health) register is maintained comprising: Inventory of all products used together with material safety data sheets for each product and for items identified as a hazardous substance, or posing a risk to health, a completed individual COSHH risk assessment. 					2	2	4

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	from vapours. Accidental ingestion Vapours may cause respiratory issues especially in confined spaces.												
Kitchen Area: Electricity	All kitchen users at risk of electric shocks and burns from faulty equipment and sockets.	2	4	8	<ul style="list-style-type: none"> Original installation and ongoing repairs completed by qualified electrician. Portable equipment checked prior to any usage. Regular checks completed by staff and volunteers. PAT testing completed on an annual basis and items marked accordingly. Staff and volunteers aware of location of fuse box and how to switch off electricity supply in case of emergency. All equipment and sockets checked to ensure they are compatible with a kitchen environment. Continual monitoring of equipment, sockets and cables to ensure in good repair by staff. If in doubt, do not use any equipment Contact details of emergency electrician made available to all who may require it. 						2	2	4
Kitchen Area: Contact with hot oil, hot surfaces or steam	Kitchen users may suffer from scalding or burn related injuries.	2	3	6	<ul style="list-style-type: none"> Only authorised staff and volunteers to use kitchen – No access to members of public when hall is in use. All trained in risks of release of steam and hot oil usage, emptying and storage. Heat resistant gloves and first aid kit provided. Potential hot water risks highlighted by taps. Use of long-sleeved attire encouraged. Ensure equipment is well-maintained (e.g. pan handles). Potential sources of heat clearly marked (e.g. hot taps). Switch off / unplug when not in use ie cooker rings, kettle etc. 						2	2	4
Kitchen Area: Workplace temperature	Kitchen users may suffer from ill health if they overheat in hot working conditions	2	2	4	<ul style="list-style-type: none"> Extractors in use to control air temperature. Open windows to provide ventilation Drinking water available Kitchen users to take regular breaks 						1	1	1
Kitchen Area: Gas Appliances	Kitchen users at risk of serious/fatal injuries caused by	2	2	4	<ul style="list-style-type: none"> Appliances checked prior to use and monitored during use. All users made aware of location of gas isolation tap and how to switch supply off in case of emergency. Equipment inspections carried out on an annual basis and records maintained 						1	1	1

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		explosion or release of harmful gas.					○ Any work, repairs to gas appliances by authorised and trained gas engineer only.										
Kitchen Area: Food preparation		Kitchen users at risk of poisoning themselves or others		2	3	6	○ Good practice is followed. ○ All equipment and surfaces thoroughly cleaned after use with appropriate products. ○ Food is stored safely, with particular attention paid to high-risk products (meat and dairy stored appropriately in fridge). ○ Fridge temperature to be set to correct temperature. ○ Frozen foods to be thoroughly thawed before cooking. ○ Avoid cross contamination (i.e. Cooked and uncooked meats). ○ Meats kept in cool box/refrigerator until needed. ○ Food heated to sufficient temperature and stored out of the ‘danger zone’. ○ Food stored in fridge correctly Fridge layout stickers to be used) ○ All users are informed of standards and safety requirements prior to commencement. ○ Maintenance of hygiene standards and regular monitoring by competent person								2	2	4
CAR PARK AREA:																	
Car Park Area: General		Public and users of car park at risk of injury due to uncontrolled car park use when community hall closed.		3	3	9	Car Park Area to be: ○ Be clearly sign-posted, well lit and easy to find ○ Allow clear visibility for both drivers and pedestrians ○ Have firm, stable, level, well-drained surfaces that are not slippery ○ Have clearly marked parking areas with safe walking areas								2	2	4
Car Park Area: Slips and trips		Council members, Volunteers, Organisers, Visitors, Members of the public at risk of slips, trips and falls in bad weather, damage to car park surface or discarded / poorly placed items.		3	3	9	○ Report holes and trip hazards in car parks so these can be dealt with where appropriate ○ Take care in bad weather conditions such as rain, ice or storms ○ Proper and suitable drainage is provided and maintained ○ Suitable warning signage warning of raised kerb areas on car park ○ Suitable lighting at night-time ○ Car park gritted in icy conditions								2	2	4

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		Trips and falls at night-time															
Car Park Area: Car Crime		Council members, Volunteers, Organisers, Visitors, Members of the public Individuals using or working in car parks as well as vehicle-related crime		2	4	8	<ul style="list-style-type: none">○ All incidents are reported to both the Council and police and properly investigated○ Regular surveillance with help from the police○ Suitable lighting provided to help with prevention of crime○ Signage stating: 'Users of this car park do so at their own risk. Clydach Community Council will not accept responsibility for damage, accident or loss'								2	2	4
Car Park Area: Vehicle movement e.g. car parking, carnival floats, mobile library, fetes, gala attractions (children's rides) etc.		Council members, Volunteers, Organisers, Visitors, Members of the public Serious injury such as broken limbs, crushing or even fatality if struck by a moving vehicle, particularly when reversing. Injury from falls from the vehicle		3	3	9	<ul style="list-style-type: none">○ Entrances to car park/car parking area clearly marked and kept clear at all times.○ Car park surface to be regularly maintained and check for damage, potholes and debris etc.○ Parking spaces for visitors with disabilities available close to entrances/event location.○ For large events, parking to be controlled by marshals wearing high visibility vests.○ Car park well lit.○ Speed limit signage clearly displayed.○ Temporary traffic cones appropriately placed, if necessary.○ Police/highways liaised with for large events								2	3	6
Car Park Area: Hazardous debris (needles, broken glass, sharp objects, animal faeces etc)		Council members, Volunteers, Organisers, Visitors, Members of the public		3	3	9	<ul style="list-style-type: none">○ Volunteers to do a sweep of the area prior to stands and attractions being set up.○ Volunteers to be issued with leather working gloves and trigger grip reaches (litter pickers).○ Yellow medical waste containers to be available to dispose of sharps/used needles.○ Hard containers/bins to be available for the disposal of broken glass etc.○ Any accidents resulting in hazardous debris i.e. (bottles being dropped and broken,) to be coned off and cleaned up immediately.								2	3	6

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	Needle stick injuries, cuts/lacerations, infection from infected needles etc. Toxicariasis (partial blindness cause by dog faeces)				<ul style="list-style-type: none"> Any hazardous debris to be disposed of appropriately. Sanitised plastic bags available for the collection of faeces. Hand washing facilities / sanitising gel available for staff to clean hands. Dog waste bins provided 								
Car Park Area: Parking	Council members, Volunteers, Organisers, Visitors, Members of the public Carelessly parked cars that obstruct pedestrian routes and reduce the visibility of other drivers and pedestrians	3	2	6	<ul style="list-style-type: none"> Have clearly marked parking areas with safe walking areas Allow clear visibility for both drivers and pedestrians Safely lit car park at night time Setting speed limits within the car park area of 5mph Signage stating: 'Users of this car park do so at their own risk. Clydach Community Council will not accept responsibility for damage, accident or loss' 						2	2	4
Car Park Area: Access for Emergency Vehicles	Council members, Volunteers, Organisers, Visitors, Members of the public may inadvertently cause Emergency vehicles being unable to access the venue/site. Possible collision with people or vehicles	3	3	9	<ul style="list-style-type: none"> Ensure emergency exits for vehicles as well as pedestrians are signed appropriately and are accessible at all times. Ensure adequate number of traffic marshals are available to monitor and co-ordinate. Brief the event team and any external parties (caterers, attraction providers etc.) of the need to keep this route clear. Use traffic cones to mark out the area if possible. Arrange appropriate co-ordination with designated first aiders 						2	2	4

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Car Park Area: Electric car Charging Point	Council members, Volunteers, Organisers, Visitors, Members of the public at risk of injury or burns due to incorrect use of EV charging equipment or faulty equipment ie fire / electric shocks			2	2	4	<ul style="list-style-type: none"> Physical segregation of the charging points from storage areas. Provision of suitable power supply, control and isolation systems. Suitable fire detection and warning installations in case of fire. Provision of suitable portable firefighting equipment. Development of an emergency action plan to protect life and property and ensure the continuing functioning of the business in the case of fire. and Staff training in the safe charging of vehicles and the actions to take in the event of fire, including the safe shut down of the charging process and evacuation of the premises. 				2	2	4		