

TASK BASED RISK ASSESSMENT - GUIDELINES

www.hilltopca.org

Registered Charity No. 1096781



TASK BASED RISK ASSESSMENT

Name	Hilltop Community Association	Assessment Description	Asbestos
Building	St Faith's Hall New House Lane	In Connection With	All activities associated with St Faith's Hall
Date	November 2011 - Revised March 2020	Who is at risk?	Users/visitors of the hall, competent persons and volunteers

Identification of Hazard	Raw Risk (NO control measures)			current control Measure(s)	OPERATIONAL RISK (With control measure(s))			Possible Future Improvements	RISK (WITH Improvements)					
	P Number	S Number	PXS =		P Number	S Number	PXS =		P Number	S Number	PXS =			
<p>Currently it is suspected that the roofing to the hall is made of asbestos cement material</p> <p>The roof material is also considered fragile</p> <p>March 2020 <u>The entire roofing materials have been replaced with a cement based material which presents no further hazard</u></p> <p>Work carried out by Bates (Kent) Ltd</p>	4	4	16	Currently the roofing material is in good condition and presents no hazard	2	1	2	<p>If the roof is ever replaced a specialist contractor will have to dispose of material</p> <p>Any repairs to the roof must be carried out by specialist contractor</p> <p>Asbestos and fragile roof signs to be erected</p> <p>Replace entire roof</p>	1	1	1	0	0	0

Use new sheet for each activity

P- probability: 1: Incredible 2: Improbable 3: Occasional 4: Likely 5: Frequent
 S - Severity: 1: No obvious impact 2: Minor 3: Moderate 4: Major 5: Severe

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TASK BASED RISK ASSESSMENT

Name	Hilltop Community Association	Assessment Description	BBQ Events
Building	St Faith's Hall New House Lane	In Connection With	All activities associated with St Faith's Hall
Date	January 2012	Who is at risk?	Users/visitors of the hall, competent persons and volunteers

Identification of Hazard	Raw Risk (NO control measures)			current control Measure(s)	OPERATIONAL RISK (With control measure(s))			Possible Future Improvements	RISK (WITH Improvements)		
	P Number	S Number	PXS =		P Number	S Number	PXS =		P Number	S Number	PXS =
Risk of burns and smoke inhalation	4	5	20	The BBQ is operated by competent persons The public is prevented from entering the BBQ area The BBQ is always operated in a well ventilated area never indoors Fire extinguishers are available at all times The BBQ is never left unattended Oven gloves / tea towels are provided to handle hot food	2	4	8	Current control measures are adequate A competent person is defined as one who has read the HCA BBQ safety checklist			

Use new sheet for each activity

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TASK BASED RISK ASSESSMENT

Name	Hilltop Community Association	Assessment Description	Washing up at the sink
Building	St Faith's Hall New House Lane	In Connection With	All activities associated with St Faith's Hall
Date	November 2011	Who is at risk?	Users/visitors of the hall, competent persons and volunteers

Identification of Hazard	Raw Risk (NO control measures)			current control Measure(s)	OPERATIONAL RISK (With control measure(s))			Possible Future Improvements	RISK (WITH Improvements)		
	P Number	S Number	PXS =		P Number	S Number	PXS =		P Number	S Number	PXS =
Washing up at the sink, slips for water spilled on the floor	2	2	4	Ensure water is not spilled on the floor Any spillage to be mopped up immediately	1	2	2	Current control measures adequate			

Use new sheet for each activity

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TASK BASED RISK ASSESSMENT

Name	Hilltop Community Association	Assessment Description	Using the vacuum cleaner
Building	St Faith's Hall New House Lane	In Connection With	All activities associated with St Faith's Hall
Date	January 2012	Who is at risk?	Users/visitors of the hall, competent persons and volunteers

Identification of Hazard	Raw Risk (NO control measures)			current control Measure(s)	OPERATIONAL RISK (With control measure(s))			Possible Future Improvements	RISK (WITH Improvements)		
	P Number	S Number	PXS =		P Number	S Number	PXS =		P Number	S Number	PXS =
Using the vaccum cleaner Slips, trips and fall from electrical lead	2	4	8	Ensure cleaning is carried out when the hall is closed to prevent anyone falling over the electrical lead. Ensure the vaccum cleaner is always behind the operator Vaccum cleaner is PAT tested annually	2	2	4	Current control measures adequate			

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TASK BASED RISK ASSESSMENT

Name	Hilltop Community Association	Assessment Description	Storage of glasses and crockery
Building	St Faith's Hall New House Lane	In Connection With	All activities associated with St Faith's Hall
Date	January 2012	Who is at risk?	Users/visitors of the hall, competent persons and volunteers

Identification of Hazard	Raw Risk (NO control measures)			current control Measure(s)	OPERATIONAL RISK (With control measure(s))			Possible Future Improvements	RISK (WITH Improvements)		
	P Number	S Number	PXS =		P Number	S Number	PXS =		P Number	S Number	PXS =
Risk of falling items from cupboards and shelves	3	3	9	Do not store heavy items on top of kitchen cupboards All items are stored carefully to prevent objects falling out of over filled cupboards No items are to be stored above head height unless a competent person is available to use the ladder A competent person is one who has read the HSE guide to the "safe use of ladders and stepladders" Available on request	2	2	4	Provide additional shelves in the garden shed	2	2	4

Use new sheet for each activity

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TASK BASED RISK ASSESSMENT

Name	Hilltop Community Association	Assessment Description	Storage of Chairs and Tables
Building	St Faith's Hall New House Lane	In Connection With	All activities associated with St Faith's Hall
Date	January 2012	Who is at risk?	Users/visitors of the hall, competent persons and volunteers

Identification of Hazard	Raw Risk (NO control measures)			current control Measure(s)	OPERATIONAL RISK (With control measure(s))			Possible Future Improvements	RISK (WITH Improvements)		
	P Number	S Number	PXS =		P Number	S Number	PXS =		P Number	S Number	PXS =
Users could be injured by collapsing stacks Users may suffer back injury in they lift heavy objects	4	4	16	Users know that they must stack chairs and tables carefully so that they do not collapse Users know not to lift heavy objects	2	2	4	Current control measures adequate			

Use new sheet for each activity

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TASK BASED RISK ASSESSMENT

Name	Hilltop Community Association	Assessment Description	Using microwave oven
Building	St Faith's Hall New House Lane	In Connection With	All activities associated with St Faith's Hall
Date	January 2012	Who is at risk?	Users/visitors of the hall, competent persons and volunteers

Identification of Hazard	Raw Risk (NO control measures)			current control Measure(s)	OPERATIONAL RISK (With control measure(s))			Possible Future Improvements	RISK (WITH Improvements)		
	P Number	S Number	PXS =		P Number	S Number	PXS =		P Number	S Number	PXS =
Heating food or liquids in the mirowave ovem	3	4	12	Oven gloves are provided to prevent scalding from hot food or liquid Oven is PAT tested each year and checked for working order.	2	2	4	Current control measures adequate			

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TASK BASED RISK ASSESSMENT

Name	Hilltop Community Association	Assessment Description	Making Tea / Coffee
Building	St Faith's Hall New House Lane	In Connection With	All activities associated with St Faith's Hall
Date	January 2012	Who is at risk?	Users/visitors of the hall, competent persons and volunteers

Identification of Hazard	Raw Risk (NO control measures)			current control Measure(s)	OPERATIONAL RISK (With control measure(s))			Possible Future Improvements	RISK (WITH Improvements)		
	P Number	S Number	PXS =		P Number	S Number	PXS =		P Number	S Number	PXS =
Scalding from boiling water or hot kettle	3	4	12	Two kettles are used to make hot drinks. The kettles are kept on the worktop in the kitchen at the back away from the front edge on the counter. Kettles are PAT tested each year	2	4	8	Warning signs placed by kettles Tea towels provided for hot appliances	2	2	4

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TASK BASED RISK ASSESSMENT

Name	Hilltop Community Association	Assessment Description	Fabrics and Equipment - Fire Risk
Building	St Faith's Hall New House Lane	In Connection With	All activities associated with St Faith's Hall
Date	September 2016	Who is at risk?	Users/visitors of the hall, competent persons and volunteers

Identification of Hazard	Raw Risk (NO control measures)			current control Measure(s)	OPERATIONAL RISK (With control measure(s))			Possible Future Improvements	RISK (WITH Improvements)		
	P Number	S Number	PXS =		P Number	S Number	PXS =		P Number	S Number	PXS =
All loose fabrics and equipment in the open are a known risk	4	5	20	No naked flames allowed inside the hall/kitchen/toilets All wiring is new and meets current regulations Fire extinguishers available No smoking is permitted in the hall/kitchen/toilets No events using naked flames are permitted inside the hall/kitchen/toilets Fire alarm fitted to current regulations and checked monthly serviced annually All electrical equipment is PAT tested annually	2	5	10	Current control measures are adequate All new cutains will be purchased made of fire retardent fabric Any party decorations to be fire resistant Any electrical equipment brought into the hall must have been PAT tested in the last 12 months	1	5	5

Use new sheet for each activity
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Additional Considerations

Currently there are no sources of ignition in the hall/kitchen/toilets. No cookers or means of cooking food are provided in the kitchen. Hall heaters are mounted at ceiling height and considered far enough away from combustable material as to NOT pose a risk. The walls of the hall are concrete block and non combustable.

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TASK BASED RISK ASSESSMENT

Name	Hilltop Community Association	Assessment Description	Electricity
Building	St Faith's Hall New House Lane	In Connection With	All activities associated with St Faith's Hall
Date	January 2012	Who is at risk?	Users/visitors of the hall, competent persons and volunteers

Identification of Hazard	Raw Risk (NO control measures)			current control Measure(s)	OPERATIONAL RISK (With control measure(s))			Possible Future Improvements	RISK (WITH Improvements)		
	P Number	S Number	PXS =		P Number	S Number	PXS =		P Number	S Number	PXS =
Users risk electric shocks or burns from faulty equipment or installation	3	5	15	Fixed installation correctly installed by qualified electrician and inspected regularly. All repairs / tests carried out by qualified electrician. Portable equipment inspected for visual signs of damage before use. Hall users know they are responsible for any equipment brought into the hall. All portable appliances PAT tested annually by electrically aware person	2	2	4	Current control measures adequate			

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TASK BASED RISK ASSESSMENT

Name	Hilltop Community Association	Assessment Description	Cutting the grass
Building	St Faith's Hall New House Lane	In Connection With	All activities associated with St Faith's Hall
Date	November 2011	Who is at risk?	Users/visitors of the hall, competent persons and volunteers

Identification of Hazard	Raw Risk (NO control measures)			current control Measure(s)	OPERATIONAL RISK (With control measure(s))			Possible Future Improvements	RISK (WITH Improvements)		
	P Number	S Number	PXS =		P Number	S Number	PXS =		P Number	S Number	PXS =
Danger from rotating blade on mower Danger of flying objects from beneath moving mower	4	5	20	Currently the hall grass is cut regularly by a team of volunteers The individual mowers are the responsibility of the owners PPE to be worn by anyone cutting the grass The grass is checked before each mowing to ensure no objects are present which could damage the mower or be thrown up during mowing.	3	3	9	Prevent public access to grounds during mowing sessions	2	2	4

Use new sheet for each activity

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Name	Hilltop Community Association	Assessment Description	Cleaning Windows
Building	St Faith's Hall New House Lane	In Connection With	All activities associated with St Faith's Hall
Date	January 2012	Who is at risk?	Users/visitors of the hall, competent persons and volunteers

Identification of Hazard	Raw Risk (NO control measures)			current control Measure(s)	OPERATIONAL RISK (With control measure(s))			Possible Future Improvements	RISK (WITH Improvements)		
	P Number	S Number	PXS =		P Number	S Number	PXS =		P Number	S Number	PXS =
Risk of fall from height	4	5	20	Cleaning windows is only carried out by competent personnel A competent person is one who has read the HSE guide to the "safe use of ladders and stepladders" Available on request	2	2	4	Current control measures adequate			

Use new sheet for each activity

P- probability: 1: Incredible 2: Improbable 3: Occasional 4: Likely 5: Frequent
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TASK BASED RISK ASSESSMENT

Name	Hilltop Community Association	Assessment Description	Using cleaning materials / products
Building	St Faith's Hall New House Lane	In Connection With	All activities associated with St Faith's Hall
Date	January 2012	Who is at risk?	Users/visitors of the hall, competent persons and volunteers

Identification of Hazard	Raw Risk (NO control measures)			current control Measure(s)	OPERATIONAL RISK (With control measure(s))			Possible Future Improvements	RISK (WITH Improvements)		
	P Number	S Number	PXS =		P Number	S Number	PXS =		P Number	S Number	PXS =
Using cleaning materials products whilst cleaning the hall Risk of eye damage, skin irritation, ingestion	3	3	9	All cleaning products are held in secure cupboard Cleaners to wear appropriate PPE eg gloves CoSHH assessment details refer to product container. When washing the floors ensure "wet floor" sign is used to warn anyone entering the building Ensure any spillages are mopped up immediately	3	2	6	Control measures adequate			

Use new sheet for each activity

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