**INSERT Masonic Hall company name**

**FIRE RISK ASSESSMENT**

**INSERT Month and Year**

**Description of Activity**

This risk assessment and arrangements cover the risk of fire throughout the Masonic Hall but do not include the risk of fire presented by specific activities, such as working with flammable liquids, or activities involving use of a naked flame (such as a blow torch), which should be covered under specific assessments of those activities. Fire precautions are required to be provided as necessary and account has been taken of:

* features of the workplace
* activities taking place
* circumstances
* hazards.

**Persons at Risk**

All personnel who are required to use the premises in question, be they employees,

contractors, visitors or members of the public, are at risk from fire hazards. Any of these people who are disabled may be especially at risk.

**Hazards**

The significant hazards that can give rise to fire are:

* flammable liquids.
* explosive materials.
* smoker's materials.
* electrical equipment.
* arson.
* cutting and welding.
* waste materials.
* heating appliances.
* naked flames from candles and night lights.

**Risk Analysis and Evaluation**

The assessment of fire risk is required under the Regulatory Reform (Fire Safety) Order 2005. The following actions should eliminate or reduce the risk of the above hazards to an acceptable level. The analysis of the likelihood and severity of the significant hazards causing harm, taking into account existing and planned preventive and protective measures (included in the following arrangements), is shown on the general risk assessment form.

Note: Fire hazards presented by cutting and welding, electrical equipment, and flammable liquids are covered by other risk assessments on those subjects.

Should changes take place in the layout of the premises or any new activity is introduced into the premises an additional assessment will be carried out.

Examples of situations where an additional assessment must be carried out include:

* use of the passenger lift.
* storage, use or handling of flammable liquids.
* a change in the layout of the premises.

**FIRE RISK ASSESSMENT**

**ARRANGEMENTS**

**Planning and Organising**

The Management Committee will ensure that the premises comply with the requirements of the I**NSERT Name of Fire Authority** (Fire Service) and that suitable means exist for raising the alarm and calling the fire brigade in the event of a fire. Control measures which will also be available to either prevent a fire, or to mitigate its effects if it does break out, include:

* fire instruction notices.
* escape routes and signs.
* provision of a fire alarm system linked to a 24/7 manned monitoring station.
* provision and maintenance of suitable and adequate fire-fighting equipment.
* emergency lighting.
* prohibition of smoking within the building.
* provision of suitable and safe heating appliances and electrical appliances.
* provision of a gas safety interlock system in the two food preparation kitchens.
* when and where necessary, safe storage of flammable liquids and solids.
* good housekeeping.
* the provision of ten CCTV cameras and security measures to prevent arson.

**Training and instruction**

The Management will ensure that all staff and contractors are inducted in the fire safety procedures. Records of such induction will be maintained. In addition, the Management will ensure that all staff are involved in fire drills, and that these are monitored and evaluated with the results being fed back for consultation with the

staff.

**Management Control**

**Competent persons**

The Management will ensure that suitable persons are appointed to:

* raise the alarm and call the fire brigade.
* act as fire wardens when required.
* carry out roll calls and supervise evacuation of the premises.
* act as fire incident controllers.

**Care of equipment**

The Director responsible for Health and Safety will ensure that the fire-fighting equipment and fire warning systems are adequate, properly maintained and are as far as practical not subjected to use that would affect their intended performance in fire protection and extinguishing.

The Management will ensure that any ancillary heating or electrical appliances are safely stored when not in use. Any defects noticed in any of this equipment must be reported immediately.

**FIRE RISK ASSESSMENT**

**Monitoring and Review**

**Inspections**

The Management must carry out regular inspections of all parts of the premises to ensure fire precautions are adequate and properly maintained.

The Director responsible for Health & Safety must ensure that the requirements of the Fire Authority are adequate to cover all current and future uses and that call points, detectors, sounders and fire-fighting equipment are being regularly checked, as required. Also, that any work carried on at the premises does not affect the ability to hear and recognise the fire alarm.

Regular testing, inspection and maintenance of the fire alarm system will be carried out to BS 5839, and records will be kept. Fixed fire-fighting systems will be checked weekly by the designated responsible person and every six months by an engineer.

**Incidence of fire**

The Director responsible for Health & Safety must investigate all incidents that result in a fire or the potential to start a fire and report the circumstances to the Management Committee at their next meeting.

**Risk assessment review**

This risk assessment will be reviewed at intervals of two years or after any incident or change in activity affecting the fire integrity of the premises.

**CONCLUSION**

Having regard to the above precautions the assessment of risk of fire at the Masonic Hall premises is considered to be **LOW.**

Risk Assessment

**General Work – Generic Assessment**

**Significant Hazards Insignificant Low Medium High**

Slips, trips and falls ü

Manual handling operations ü

Use of Carbon Dioxide gas cylinders for beer dispensing ü

Use of electrical equipment ü

Lone working ü

Exposure to hazardous substances ü

Work related upper limb disorders ü

Fire ü

Violence to staff ü

Burns from hot surfaces or materials from freezer ü

Burns and scalds from hot water ü

Disposal of refuse ü

Working at height – replacement of light bulbs etc. ü

**Actions Already Taken to Reduce the Risks:**

**Compliance with:**

Management of Health & Safety at Work Regulations 1999

Work at Height Regulations 2005

Workplace (Health, Safety & Welfare) Regulations 1992

Regulatory Reform (Fire Safety) Order 2005

Electricity at Work Regulations 1989

Control of Substances Hazardous to Health Regulations 1999, 2002 & 2004

Provision and Use of Work Equipment Regulations 1998

Personal Protective Equipment at Work Regulations 1992

British standard BS 1129:1990 Ladders, steps and lightweight staging.

**Planning:**

Records will be kept of planned maintenance and statutory inspections carried out on the fire detection, CCTV and alarm systems, electrical installation, portable electrical equipment, heating and ventilation systems, testing of lifts, inspection of firefighting equipment and emergency lighting.

**Physical:**

Fire emergency exit routes are established, adequately signed and kept free from obstruction.

Adequate fire alarm, detection and firefighting equipment must be available.

Adequate heating, lighting, ventilation and welfare facilities are to be available consistent with the size of the building and number of employees. All parts of the building are to be kept clean and floors maintained clean and free from tripping hazards. Overcrowding will be avoided. First aid equipment is to be available at all times.

**Managerial/Supervisory:**

Records to be maintained of routine fire inspections and the maintenance and testing of firefighting equipment. Regular inspections will be carried out to ensure that fire precautions are being observed and that exit routes are not obstructed. Heating and ventilation systems will be monitored to ensure the working environment is comfortable. COSHH assessments are available for hazardous substances used and the findings passed to employees to ensure compliance. Manual handling assessments will be carried out when necessary.

**Training:**

All employees will be trained in fire and evacuation procedures on induction and provided with a copy of the health and safety policy and arrangements for carrying out the policy.

**General Work -** Site-Specific Assessment

**NOTE:** On each site and each location, the generic assessment must be reviewed to ensure that all significant hazards and their risks are identified and controlled. Completion of the following details will ensure that the assessment is both appropriate and complete.

FOR EXAMPLE

Maximum number of people involved in activities:

Management, Cleaner, Bar Staff: Total ……persons

Premises licensed for 200 in Ballroom & 50 in Bar Lounge

Frequency and duration of activities:

Most evenings and some days

Additional specific hazards identified:

None

Additional control measures required:

The Management has been trained and certificated in beer cellar-work and has

the CIEH Basic Food Hygiene Certificate.

Other than the provision of beverages, all food catering is carried out by

outside caterers who will carry out their own risk assessments and provide all

necessary PPE etc.

Assessment of remaining

risks: Insignificant Low **X** Medium High

Serious and imminent

danger risk identified: Yes No **X**

**Emergency action required:**

The nearest Accident & Emergency hospital should be identified

.A first aid kit should be kept behind the bar.

The statutory Accident Book should be readily available

**Name(s) of competent person(s) appointed to take action:**

Should be known and identified

**Circumstances which will require additional assessment:**

NB: See risk assessment file for generic assessments on individual tasks

**Circulation of Risk Assessment:**

Contractor Site Copy **X** Employees **X**

Sub-contractor Client

On-site Assessment

**MASONIC HALL** Risk Assessment Examples

**Reference Number RA-01**

January 2018

Work at Height **– Generic Assessment**

Significant Hazards Insignificant Low Medium High

Falls of persons. ü

Falls of materials ü

Actions Already Taken to Reduce the Risks:

Compliance with:

Work at Height Regulations 2005

Management of Health & Safety at Work Regulations 1999

Provision and Use of Work Equipment Regulations 1998

Personal Protective Equipment at Work Regulations 1992

Construction (Design and Management) Regulations 1994

Construction (Health, Safety and Welfare) Regulations 1996

HSE Guidance Booklets HS(G)33: Safety in Roof Work and HSE (G)150: Health and Safety in Construction.

HSE INDG284 Working on roofs

British standard BS 1129:1990 Ladders, steps and lightweight staging.

Planning:

Work is planned to ensure a safe means of access is provided. See separate assessments for use of ladders, scaffolding, mobile elevating working platforms and mobile scaffold towers. All equipment is provided and maintained to required legal and other standards.

Physical:

Suitable signs and barriers will be positioned directly below works to warn of overhead operations.

Edge protection will be erected at all openings or edges where falls of more than 2m could occur.

Where edge protection is removed for access, or is not practical, safety lines and harnesses will be worn by operatives working at or near the edge.

Where there is likely to be debris falling, fans, chutes or full enclosures will be used to protect third parties. All operatives working below overhead operations will wear safety helmets.

Managerial/Supervisory:

All equipment used will be checked to ensure it is in good order, to correct specification, and in date for inspection.

Work will be monitored to ensure that additional precautions and equipment are taken into use if edge protection is removed.

Other relevant British standards include:

BS 5845:1991 – Anchors for Safety Harnesses.

BS 8213 Part 1: 1991 – Code of Practice for Cleaning of Windows and Doors.

BS EN 355, 358, 361-365 – Personal Protective Equipment Against Falls from a Height.

Training:

Training and instruction must be provided to all operatives and supervisory staff involved in the use of lines

and harnesses, and they must be taught how to inspect and assess PPE of this type before use.

Circumstances that will require additional assessment:

1. Work from bosuns chairs or requiring abseiling

NB: See associated generic assessment in respect of :

Use of scaffolding, mobile elevated working platforms, ladders.

**Reference Number RA-02**

January 2018

Work at Height **– Generic Assessment**

Significant Hazards Insignificant Low Medium High

Falls of persons. ü

Falls of materials ü

Actions Already Taken to Reduce the Risks:

Compliance with:

Work at Height Regulations 2005

Management of Health & Safety at Work Regulations 1999

Provision and Use of Work Equipment Regulations 1998

Personal Protective Equipment at Work Regulations 1992

Construction (Design and Management) Regulations 1994

Construction (Health, Safety and Welfare) Regulations 1996

HSE Guidance Booklets HS(G)33: Safety in Roof Work and HSE (G)150: Health and Safety in Construction.

HSE INDG284 Working on roofs

British standard BS 1129:1990 Ladders, steps and lightweight staging.

Planning:

Work is planned to ensure a safe means of access is provided. See separate assessments for use of

ladders, scaffolding, mobile elevating working platforms and mobile scaffold towers. All equipment is

provided and maintained to required legal and other standards.

Physical:

Suitable signs and barriers will be positioned directly below works to warn of overhead operations.

Edge protection will be erected at all openings or edges where falls of more than 2m could occur.

Where edge protection is removed for access, or is not practical, safety lines and harnesses will be worn by operatives working at or near the edge.

Where there is likely to be debris falling, fans, chutes or full enclosures will be used to protect third parties. All operatives working below overhead operations will wear safety helmets.

Managerial/Supervisory:

All equipment used will be checked to ensure it is in good order, to correct specification, and in date for inspection.

Work will be monitored to ensure that additional precautions and equipment are taken into use if edge protection is removed.

Other relevant British standards include:

BS 5845:1991 – Anchors for Safety Harnesses.

BS 8213 Part 1: 1991 – Code of Practice for Cleaning of Windows and Doors.

BS EN 355, 358, 361-365 – Personal Protective Equipment Against Falls from a Height.

Training:

Training and instruction must be provided to all operatives and supervisory staff involved in the use of lines and harnesses, and they must be taught how to inspect and assess PPE of this type before use.

Circumstances that will require additional assessment:

1. Work from bosuns chairs or requiring abseiling

NB: See associated generic assessment in respect of :

Use of scaffolding, mobile elevated working platforms, ladders.

**Reference Number RA-03**

January 2018

Use of Step Ladders **– Generic Assessment**

Significant Hazards Insignificant Low Medium High

Falls of persons from step ladder ü

Step ladder slipping ü

Objects dropped by step ladder user ü

Instability of step ladder ü

Actions Already Taken to Reduce the Risks:

Compliance with:

Work at Height Regulations 2005.

Management of Health & Safety at Work Regulations 1999.

Provision and Use of Work Equipment Regulations 1998.

Construction (Design and Management) Regulations 1994.

Construction (Health, Safety and Welfare) Regulations 1996.

HSE Guidance Note GS31 - Safe Use of Ladders, Step Ladders and Trestles.

British Standards: BS 1129:1990 – Timber ladders, steps etc.

BS 2037: Class 1.1994 – Aluminium ladders, steps and trestles.

HSE Booklet HS (G) 150 – Health and Safety in Construction.

Planning:

Step ladders will be checked to ensure correct length, type and condition before use.

Step ladders are subject to the planned maintenance programme and inspected every three months.

Step ladder work is restricted to that which can be carried out over a short duration and is of low risk.

Physical:

The ground base for step ladder use must be firm and level.

Over-reaching will be avoided in all cases, and the hips should be kept below the top platform and between the stiles to achieve this.

Managerial/Supervisory:

Supervisors must check step ladders before use to ensure they are sound.

Use made of step ladders will be monitored regularly, to ensure that operatives are not over-reaching.

Damaged step ladders will be broken up or removed from the workplace immediately.

Painted step ladders will not be accepted for use.

Step ladders must be used fully open, with adjustment cords taut.

Slack, loose and missing hinges must be repaired as soon as they are identified.

Training:

All operatives must be trained in the safe use of step ladders and the hazards which are to be avoided. This will normally be done at induction.

Circumstances that will require additional assessment:

If more than one person requires to use the step ladder at any one time, or if suitability of the step ladder is in question – alternative access equipment is required.

**Reference Number RA-04**

January 2018

Use of Ladders – Generic Assessment

Significant Hazards Insignificant Low Medium High

Falls of persons from ladder ü

Ladder slipping ü

Objects dropped by ladder user ü

Actions Already Taken to Reduce the Risks:

Compliance with:

Work at Height Regulations 2005

Management of Health & Safety at Work Regulations 1999

Provision and Use of Work Equipment Regulations 1998

Construction (design and Management) Regulations 1994

Construction (Health, Safety and Welfare) Regulations 1996

HSE Guidance Note GS31 – Safe Use of Ladders, Step Ladders and Trestles

British Standard: BS 1129: 1990 – Timber Ladders, steps etc.

BS 2037: 1994 – Aluminium Ladders, Steps and Trestles

HSE Booklet HS (G) 150 – Health and Safety in Construction

Planning:

Only BS 2037/EN 131 Class 1. Heavy duty/Commercial ladders are to be used.

Ladders will be checked to ensure correct length, type and condition before use.

Ladders work is restricted to that which can be carried out over a short duration and is of low risk.

Physical:

The ground base for ladder use must be firm and level.

The ladder must be of sufficient length to extend 1.05m above the step-off point when used as access to a scaffold.

The correct angle of rest for a ladder is 74 degrees, or a base to height ratio of 1:4

Ladders must be secured against slipping, by tying at the top or at the bottom or used in conjunction with

appropriate safety devices.

Ladders may only be footed by a second person as a sole precaution against movement if less than 5m high.

Over-reaching from ladders will be avoided.

Managerial/Supervisory:

Supervisors must check ladders before use to ensure they are sound.

Use made of ladders will be monitored regularly, to ensure that operatives are not over-reaching.

Damaged ladders will be broken up or removed from the workplace immediately.

Painted ladders will not be accepted for use.

Managers must check method statement supplied by subcontractors and others, e.g. window cleaners, to ensure that ladders will be used correctly and that safe access will be available.

Training:

All staff who use ladders must be trained in the safe use of ladders and the hazards that are to be avoided.

Circumstances that will require additional assessment:

1. If two hands are required to carry objects up a ladder.

2. If two hands are required to work from a ladder – alternative safety methods e.g. safety harness and

cows tail or alternative access equipment will be required.

N.B: See associated assessments in respect of Work at Heights and Mobile Elevated Working Platforms.

**Reference Number RA-05**

January 2018

Replacing Luminaries – **Generic Assessment**

Significant Hazards Insignificant Low Medium High

Falls from heights ü

Exposure to contents of fluorescent lamps, if broken ü

Lamps falling on those beneath ü

Actions Already Taken to Reduce the Risks:

Compliance with:

Work at Height Regulations 2005.

Management of Health & Safety at Work Regulations 1999.

Provision and Use of Work Equipment Regulations 1998.

Electricity at Work Regulations 1989 & HS ® 25 Guidance.

HSE Guidance Note GS31 – Safe Use of Ladders, Step Ladders and Trestles.

British Standard: BS 1129: 1990 – Timber Ladders, steps etc.

BS 2037: 1994 – Aluminium Ladders, Steps and Trestles.

HSE Booklet HS (G) 38 – Lighting at work.

Planning:

Planning of all work will ensure that maximum safety is provided by access equipment to prevent the fall of persons or materials.

Work to be of short duration and low risk.

Liaison will take place to exchange of information on hazards when working in the vicinity of others.

Physical:

Power supply is to be isolated before replacing luminaries and where possible locked off.

If other persons present, or if over equipment, warning signs may be necessary.

Lamps must be kept whole where possible to prevent the escape of the contents and broken glass.

Managerial/Supervisory:

Supervisors must check that means of access are suitable and where necessary more than person is employed.

Training:

All operatives must be trained in the safe use of access equipment and the hazards that are associated with handling fluorescent lamps etc.

Circumstances that will require additional assessment:

1. If two hands are required to carry objects up a ladder.

2. If two hands are required to work from a ladder – alternative safety methods or alternative access

equipment will be required.

N.B: See associated assessments in respect of Work at Heights and Mobile Elevated Working Platforms.

**Reference Number RA-07**

January 2018

**Electrical Work - Generic Assessment**

Significant Hazards Insignificant Low Medium High

Electrocution ü

Electrical burns ü

Fire ü

**Actions Already Taken to Reduce the Risks:**

**Compliance with:**

Management of Health & Safety at Work Regulations 1999

Provision and Use of Work Equipment Regulations 1998

Electricity at Work Regulations 1989 & ACOP

IEE Wiring Regulations, 16th Edition & Guidance Notes HS (R) 25.

HSE Guidance Notes HS (G) 85 EAW Safe working practices.

GS27 Protection against electric shock.

GS47 Safety of electrical distribution systems.

**Planning:**

Whenever possible “live” working is to be avoided. If “live” working is required the assessment procedure in Figure 1 of HS (G) 85 is to be followed and a safe system of work devised, preferably in writing.

Sufficient personal protective equipment (PPE) is to be available at the workplace

**Physical:**

Access to live conductors is to be controlled and appropriate signs are to be in place. Written information and instructions will be required for work on complex systems (control, metering & Parallel circuits).

A clear access of 1 metre, gloves and matting to BS697 and BS921 are to be provided for live working.

Electrical test equipment will be insulated and fused to GS38 requirements and in date for calibration.

Electricity supply authority seals will not be broken and final connections will not be made without written authority.

**All circuits to be worked on will be treated as live until verified dead. There are no exceptions to this**

**requirement; experience of the person is irrelevant.**

**Managerial/Supervisory:**

Live work is only to be carried out by authorised competent electricians, under the direct supervision of

nominated supervisors. Electricians will not be permitted to work unaccompanied on live connections above

125 volts unless specifically authorised to do so and good communications are in place.

Adequate PPE and first aid are to be available at the place where “live” work is to be done.

**Training:**

The qualifications and competence of all persons carrying out electrical work will be verified by inspection of

current certificates held of training/experience. Before authorisation, operatives will be trained in the

IEE Wiring Regulations 17th Edition and in the Electricity at Work Regulations 1989 and guidance notes.

Before authorisation to carry out “live” work they will be trained in the safe working practices contained in HS

(G) 85 and in any written safe work system. All electricians will be trained in the treatment of electric shock

and burns.

**Circumstances which will require additional assessment:**

1. Any work on circuits involving voltages in excess of 415 volts.

2. Any work on equipment that may be energised by third parties.

**Reference Number RA-07**

January 2018

**Electrical Work - Generic Assessment**

Significant Hazards Insignificant Low Medium High

Electrocution ü

Electrical burns ü

Fire ü

**Actions Already Taken to Reduce the Risks:**

**Compliance with:**

Management of Health & Safety at Work Regulations 1999

Provision and Use of Work Equipment Regulations 1998

Electricity at Work Regulations 1989 & ACOP

IEE Wiring Regulations, 16th Edition & Guidance Notes HS (R) 25.

HSE Guidance Notes HS (G) 85 EAW Safe working practices.

GS27 Protection against electric shock.

GS47 Safety of electrical distribution systems.

**Planning:**

Whenever possible “live” working is to be avoided. If “live” working is required the assessment procedure in Figure 1 of HS (G) 85 is to be followed and a safe system of work devised, preferably in writing.

Sufficient personal protective equipment (PPE) is to be available at the workplace

**Physical:**

Access to live conductors is to be controlled and appropriate signs are to be in place. Written information and instructions will be required for work on complex systems (control, metering & Parallel circuits).

A clear access of 1 metre, gloves and matting to BS697 and BS921 are to be provided for live working.

Electrical test equipment will be insulated and fused to GS38 requirements and in date for calibration.

Electricity supply authority seals will not be broken and final connections will not be made without written

authority.

**All circuits to be worked on will be treated as live until verified dead. There are no exceptions to this**

**requirement; experience of the person is irrelevant.**

**Managerial/Supervisory:**

Live work is only to be carried out by authorised competent electricians, under the direct supervision of

nominated supervisors. Electricians will not be permitted to work unaccompanied on live connections above

125 volts unless specifically authorised to do so and good communications are in place.

Adequate PPE and first aid are to be available at the place where “live” work is to be done.

**Training:**

The qualifications and competence of all persons carrying out electrical work will be verified by inspection of

current certificates held of training/experience. Before authorisation, operatives will be trained in the

IEE Wiring Regulations 17th Edition and in the Electricity at Work Regulations 1989 and guidance notes.

Before authorisation to carry out “live” work they will be trained in the safe working practices contained in HS

(G) 85 and in any written safe work system. All electricians will be trained in the treatment of electric shock

and burns.

**Circumstances which will require additional assessment:**

1. Any work on circuits involving voltages in excess of 415 volts.

2. Any work on equipment that may be energised by third parties.

**Reference Number RA-08**

January 2018

**Bar Stocking & Cash Handling – Generic Assessment**

Significant Hazards Insignificant Low Medium High

Violence to staff Ö

Handling crates Ö

Other manual handling activities Ö

Actions Already Taken to Reduce the Risks:

Compliance with:

Management of Health & Safety at Work Regulations 1999

Manual Handling Operations Regulations 1992

HSE Guidance leaflet IND (G) 69L – Violence to staff

HSE Guidance booklet HS (G) 133 Preventing violence to retail staff

HSE leaflet IAC (L) 8D Manual handling in drinks delivery

Planning:

High value of cash will not be allowed to accumulate in insecure areas. Cash will be handled so as to ensurethat quantities held are kept to the minimum practicable.

Two attack alarms are provided in the ground floor bar and the Management has one to wear around the neck.

The weight of all items to be manually handled must be known and advised to those doing the handling,

Maximum lifting weights are 25 kilos male, 16 kilos female.

Physical:

Cash is to be broken down into smaller quantities as soon as is practicable.

Tills should be checked regularly and surplus cash transferred to the secure drop safe.

Notices are posted on the outside of the building stating that “cash is deposited into a drop safe to which the

staff do not have a key”. The external doors should be kept locked after hours

Managerial/Supervisory:

The Management will ensure that

a) staff are continually removing cash from the tills and depositing it in the drop safe

b) all instances of physical or verbal abuse are reported by staff, investigated and reported to the

Management Committee.

Training:

All personnel will receive advice on cash handling and manual handling techniques on induction.

**RISK ASSESSMENT – MASONIC HALL**

**USE OF PASSENGER LIFT**

***Page 1 of 1 10/11/2015***

**Introduction**

The main hazards associated with the use of lifts are falling, trapping of fingers or other parts of the body by

moving mechanisms, or a breakdown whilst people are in the lift.

**Persons At Risk**

Any person using the passenger lift is at risk if the lift malfunctions.

**Date Of Assessment Completed By……..**

**Risk Assessment**

**Probability Rating Outcome Rating Risk Rating**

Unlikely Harmful Acceptable Risk

**Measures Required To Reduce Risk**

1. In the event of a breakdown or if persons are trapped in the lift, then the relevant Lift Service Company must

be contacted immediately. A lift rescue must not to be attempted by any untrained person.

2. Lifts must not be loaded above the manufacturer’s safe working load.

3. Unauthorised personnel must not enter or access lift motor rooms for any reason.

4. Storage of any equipment or material within lift motor rooms is prohibited.

5. Lifts must not be used in a fire.

6. Employees should not use the lift when “lone working” in the building.

7. Persons should not attempt to use lifts when they are being serviced.

8. All lifts within the Masonic Hall will be inspected at the required statutory intervals with records of

such maintained within the Hall.

**Residual risk**

***(when all control***

***measures have been***

***implemented)***

**Probability Rating Outcome Rating Risk Rating**

Unlikely Slightly Harmful Trivial Risk

**Residual risk**

**acceptable** Yes

**Revision History**

January 2015, January 2018

**Signed …………………………………………………..**