



## **Risk assessment for Alderholt village hall**

### **Setting the scene**

The management committee of Alderholt Village Hall takes the Health and Safety of hirers, visitors, volunteers and any person using the site seriously.

The management committee of the village hall has produced a 'generic' risk assessment and ensured that where possible all areas where a Health and Safety risk is identified action is taken to reduce these risks.

All hirers must produce their own Health and Safety risk assessments and manage their members to ensure that they adhere to the group's policies.

Where hirers use Village Hall equipment it is the responsibility of the hirer to ensure that the equipment is safe and that people are trained in the correct usage, for example ladders and steps.

Much of the repair and maintenance work at the hall is done by volunteers, who have responsibility for their own health and safety.

Where external contractors are employed, the contractor shall provide to the committee copies of their Health and Safety documentation, permit to work etc. In addition, contractors should have a minimum of £10 million of public liability insurance.

### **How was the risk assessment done?**

The committee followed the guidance in Five steps to risk assessment ([www.hse.gov.uk/pubns/indg163.pdf](http://www.hse.gov.uk/pubns/indg163.pdf)).

1 To identify the hazards, the committee spoke to other users of the hall, and to people who had done jobs at the hall, to learn from their experience and to get their views on health and safety.

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2 The committee then wrote down who could be harmed by the hazards and how.

3 They wrote down what controls were in place to manage these risks and then compared these to the guidance on HSE's website.

4 They put the findings of the risk assessment into practice, writing down who was responsible for doing what, and by when. They decided to tick off each action when it was completed and to record the date when it was done.

5 The committee discussed the findings with the rest of the management committee. The committee decided to put in place all the additional risk controls that had suggested. They also decided that the risk assessment would be available to all workers doing jobs at the hall, and given to all users of the hall, and that it would be discussed with the representatives of looked at HSE's web pages for free health and safety advice and guidance for Village Halls.

Company name: Village Hall

Date of risk assessment: July 2021

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Slips, trips and falls Eg uneven surface of car park, cleaning floors etc.	Users of the hall and car park may suffer injuries such as fractures or bruising if they slip, eg on spillages or trip over objects.	<ul style="list-style-type: none"> <li>■ Car park surface maintained to be as even as possible.</li> <li>■ Parking spaces for visitors with disabilities available next to hall entrance.</li> <li>■ Good lighting in car park and all rooms and corridors in hall.</li> <li>■ Users know (through hire agreement) to clear up spillages immediately and know where equipment for this is kept.</li> <li>■ Mats at entrances to stop rain water being carried in.</li> <li>■ No unprotected trailing electrical leads/cables.</li> </ul>	<ul style="list-style-type: none"> <li>■ Surface to be inspected regularly and repaired as necessary.</li> </ul>	Committee	Monthly	
			<ul style="list-style-type: none"> <li>■ Check that hall cleaner knows which products to use on which type of floor.</li> <li>■ Cleaner to ensure that signs are put out when cleaning to avoid cables/wet floors.</li> <li>■ Cables on stage should be cable tied/not trailed across stage.</li> </ul>	Committee, users, cleaner		
Work at height Eg changing light bulbs, cleaning windows, putting up decorations etc.	Anyone working at any height could suffer injuries, possibly very serious ones, should they fall.	<ul style="list-style-type: none"> <li>■ Appropriate, commercial stepladder securely stored and available for use.</li> <li>■ Hall users know (through hire agreement) that they are responsible for using the stepladder safely.</li> <li>■ Hall committee members and cleaner know how to use the stepladder safely.</li> </ul>	<ul style="list-style-type: none"> <li>■ Print copies of HSE guidance on safe use of stepladders and make available to those who may use stepladder.</li> </ul>	Chair		
			<ul style="list-style-type: none"> <li>■ Put in place system for checking condition of stepladder.</li> <li>■ NOTE: use of step ladders should be discouraged where possible.</li> </ul>	Chair		
			<ul style="list-style-type: none"> <li>■ Consider implications for work at height of any future alterations to the hall.</li> </ul>	Committee		

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Vehicle movement	Pedestrians could suffer serious injury if struck by cars entering/leaving car park or moving in it.	<ul style="list-style-type: none"> <li>Entrance/exit to car park clearly marked.</li> <li>Car park well lit.</li> </ul>	<ul style="list-style-type: none"> <li>Apply 5 mph speed limit in car park and put up signs.</li> </ul>	Committee		
			<ul style="list-style-type: none"> <li>Where large functions are taking place, a marshal should be used for car park.</li> </ul>	Committee		
Hazardous substances Eg cleaning products	The cleaner, and others cleaning, risk skin problems, eg dermatitis and eye damage, from direct contact with cleaning chemicals. Vapour may cause breathing problems.	<ul style="list-style-type: none"> <li>Mops, brushes and strong rubber gloves provided, colour coding in operation. Warning signs in and around cleaning cupboard area re colour coding.</li> <li>PPE supplied, cleaner encouraged to use.</li> <li>COSHH and SDS available.</li> <li>Cleaning products stored securely</li> </ul>	<ul style="list-style-type: none"> <li>Cleaner reminded to check for dry, red or itchy skin on hands and, if finding any, to go to doctors for advice and to tell the secretary to the management committee.</li> <li>Cleaner trained to use products safely, eg follow instructions on the label, dilute properly and never transfer to an unmarked container. COSHH TRAINING FREE FROM COMAX</li> <li>Drip trays to be provided for chemicals.</li> </ul>	Cleaner		
Electricity	Users risk electric shocks or burns from faulty equipment or installation.	<ul style="list-style-type: none"> <li>Fixed installation correctly installed by qualified electrician, and inspected regularly.</li> <li>All repairs by qualified electrician.</li> <li>Safety plugs in sockets.</li> <li>Portable equipment checked for visual signs of damage before use.</li> <li>Ensure Hall users know they are responsible for own equipment used on site.</li> </ul>	<ul style="list-style-type: none"> <li>Make sure hall users know where the fuse box is and how to switch supply off in an emergency.</li> <li>Annual PAT testing of portable equipment.</li> </ul>	Committee		
			<ul style="list-style-type: none"> <li>Remind users that portable equipment considered unsafe should be marked and taken out of use.</li> </ul>	Committee		
Stored equipment	Users could be injured by collapsing stacks.	<ul style="list-style-type: none"> <li>Users know that they must stack tables and chairs carefully so that they do not collapse</li> </ul>	<ul style="list-style-type: none"> <li>Chairs not stacked more than 6 high</li> </ul>	Users		
Manual handling	Users may suffer back pain if they try to lift objects that are too heavy or awkward.	<ul style="list-style-type: none"> <li>Trolleys available to move heavy equipment and users know where they are kept.</li> </ul>	<ul style="list-style-type: none"> <li>No further action needed</li> </ul>			

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Asbestos	Staff, and others, carrying out normal activities at very low risk. Asbestos only poses a risk if fibres are released into air and inhaled. Contractors are most at risk.	<ul style="list-style-type: none"> <li>No risk controls at present.</li> <li>Asbestos report conducted June 2021; available to all contractors.</li> </ul>	<ul style="list-style-type: none"> <li>Asbestos report to be made available to all contractors</li> <li>If hall is ever demolished/refurbished, asbestos should first be removed by specialist contractors.</li> </ul>	Committee		
COVID	All in contact with other users may transmit the disease	<ul style="list-style-type: none"> <li>Following all advice from the government on health and safety matters in relation to covid, including Test and Trace for events, multiple sanitiser stations and social distancing.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure all new guidance is read and acted upon, and the Covid risk assessment updated regularly as a result.</li> <li>Inform users of any changes in guidance for their own risk assessments.</li> </ul>	Committee		
General	All users to produce their own Health and Safety policy		<ul style="list-style-type: none"> <li>Include requirement in letting details</li> </ul>	Bookings officer		

Assessment review date: July 2022

