



**Mendham and
Withersdale Village Hall**

Risk Assessment

Completed by:	Village Hall Committee
Date:	September 2017
Next Review:	September 2018

Context

The management committee decided to complete a risk assessment of the village hall to control the risks to people who used the hall and were involved in its maintenance and upkeep.

The management committee did not have a legal requirement to record the findings of this risk assessment as no-one is directly employed by the village hall.

Much of the repair and maintenance work at the hall is completed by self-employed workers, who have responsibility for their own health and safety, as well as for other issues like the hours they work and their financial and tax arrangements.

However, the management committee decided that there were sound legal and business reasons to record the findings of the risk assessment, and to take steps to make sure that they were brought to the attention of those working or holding an event in the hall.

How was the risk assessment completed?

The secretary followed the guidance in five steps to risk assessment (www.hse.gov.uk/pubns/indg163.pdf).

- 1) To identify the hazards, the committee:
 - looked at HSE's web pages for free health and safety advice and guidance for small businesses;
 - walked around the hall, car park and other areas noting things that might pose a risk; and
 - 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.
- 2) The committee then wrote down who could be harmed by the hazards and how.
- 3) The committee wrote down what controls were in place to manage these risks and then compared these to the guidance on HSE's website.
- 4) The committee 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 decided to put in place all the additional risk controls suggested. They also decided that the risk assessment would be shown 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 all groups using the hall for the first time. A copy was also put up in the reception area.

The management committee has decided to review the risk assessment every year, or immediately if any changes occurred to the hall or how the hall was used.

Risk Assessment

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?	Completed?
<p>Slips, trips and falls e.g. uneven surface of car park, cleaning floors etc.</p>	<p>Users of the hall and car park may suffer injuries such as fractures or bruising if they slip e.g. on spillages or trip over objects.</p>	<ul style="list-style-type: none"> • Car Park surface maintained to be as even as possible. • Parking spaces for visitors with disabilities available next to entrance. • Ditches filled in the prevent trip hazard. • Non slip slabs used around new installations (Boules Piste) • Good lighting in car park and all rooms and corridors in hall. • Mat at entrances to stop rain water being carried in. • No storage in corridors. • No trailing electrical cables/leads. • Lighting installed at Boules Piste. • 'Keep Off' signs at sewage area. • Salt bin (with reflective sign) placed near main entrance for icy weather. 	<ul style="list-style-type: none"> • Add reflectors to the Boules Piste to highlight trip hazard. • Consider piping last ditch during next building project. • Update Hire Agreement so users know to clear up spillages immediately and know where equipment for this is kept. • Consider replacing the yellow step safety strips on all external steps. 	<p>TT</p> <p>NC</p> <p>GP</p>	<p>End 2017</p> <p>End Q1 2018</p> <p>End Q1 2018</p>	
<p>Working at height e.g. changing light bulbs, cleaning windows, putting up decorations.</p>	<p>Anyone working at height could suffer injuries, possibly very serious ones, should they fall.</p>	<ul style="list-style-type: none"> • Appropriate stepladder securely stored and available for use. • Hall committee members and cleaner know how to use the stepladder safely and check for ongoing safety. • Copies of the HSE guidance on safe use of stepladders and make available to all who use the step ladder. 	<ul style="list-style-type: none"> • Update hall users hire agreement so that they know they are responsible for working at heights safely. 	<p>NC</p>	<p>End Q1 2018</p>	

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Hazardous Substances e.g. cleaning products	The cleaner, and others cleaning, risk skin problems e.g. dermatitis and eye damage from contact with cleaning chemicals. Vapour may cause breathing problems.	<ul style="list-style-type: none"> Mops, brushes and rubber gloves provided. Cleaner is trained to use products safely. Cleaning products stored in locked cupboard. Committee have full access to <u>all</u> cupboards in hall to ensure no hazardous substances are incorrectly stored. 	<ul style="list-style-type: none"> Consider moving to milder cleaning products where they are marked 'irritant'. 			
Electricity	Users risk electric shock or burns from faulty equipment or installation	<ul style="list-style-type: none"> Fixed installation correctly installed by qualified electrician and inspected regularly. All repairs by qualified electrician. Portable equipment checked for signs of damage before use. Safety plugs in all sockets at or below child accessible levels. (6 to be purchased) 	<ul style="list-style-type: none"> Update hire agree so Hall hirers know they are responsible for any equipment used on site. 	NC	End Q1 2018	
Stored Equipment	Users could be injured by collapsing stacks	<ul style="list-style-type: none"> Users know that they must stack tables and chairs carefully so they do not collapse. No shelving left in hall to prevent over stacking. 				
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"> Trolley available for moving chairs. 	<ul style="list-style-type: none"> Consider purchase of other heavy moving equipment e.g. sack barrow, table trolley. 	Committee	End Q1 2018	

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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. Maintenance workers at most risk.	<ul style="list-style-type: none"> Last building containing asbestos removed by suitably qualified professionals within the last 12 months. 				
Fire	If trapped, staff and users could suffer fatal injuries from smoke or burns.	<ul style="list-style-type: none"> Fire risk assessment completed. 				
Mowers	Users could suffer injuries if the mower is not used correctly	<ul style="list-style-type: none"> All mower users have been trained and sign off training evidence sheet before mower can be used at the hall. 	<ul style="list-style-type: none"> Ensure all new mower users complete and sign training. Remind existing users of the requirements for using mower. 	Committee	End Q4 2017	
MUGA	Loose stones at edge of south side of MUGA may migrate onto playing surface. Weeds may grow on surface. Wet playing surface or icy playing surface.	<ul style="list-style-type: none"> All user/hirers sign a MUGA application which about risks. Check surface free from loose stones and other debris regularly. (Usually once a week) Remove any weeds that have grown (As and when seen). Remove leaves in autumn before they become slippery. (Oct/Nov annually) Put up a sign asking users to make own risk assessment. 	<ul style="list-style-type: none"> Annual check to asses whether or not moss has grown on the surface and if the surface needs pressure washing Check for any holes appearing in surface that may need repairing Check tennis net is in good order 	TT TT TT	End Q1 2018 End Q1 2018 End Q2 2018	

Risk Assessment

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Baby Change Table	Users could suffer serious injuries if the table is not used correctly.	<ul style="list-style-type: none">• Safety signs in place.• Baby strap in place to prevent child falling off table	<ul style="list-style-type: none">• Update Hire Agreement so users know to follow safety procedures when using equipment.	NC	End Q1 2018	
Vehicle Movement	Pedestrians could suffer serious injury if struck by cars in car park.	<ul style="list-style-type: none">• Entrance/exit to car park clearly marked.• For large events, parking is controlled by marshalls.• Car park well lit.	<ul style="list-style-type: none">• Apply 5mph speed limit and put up signs.	NC	End Nov 16	