

Health & Safety Risk Assessment

Company Name: Hinworth & Edworth Village Hall

Date risk assessment edited: 18th May 2021 V2

This risk assessment is managed by village hall Committee but is the interest of the **Committee, Trades and Hirer's** to help reduce risk of injury of anyone that uses the village hall including the public

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 E.g. uneven surface of car park and car park driveway, cleaning floors etc.	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.	<ul style="list-style-type: none"> • Parking spaces for visitors with disabilities available next to hall entrance. • Good lighting in car park and all rooms and corridors in hall. • Users know (through hire agreement) to clear up spillages immediately and know where equipment for this is kept. • Mats at entrances to stop rain water being carried in. • No storage in corridors. • No trailing electrical leads/cables. 	<ul style="list-style-type: none"> • Surfaces to be inspected regularly and repaired as necessary. • Regularly check all lighting is working. 	JP	Inspect every month part of fire safety checks	
			<ul style="list-style-type: none"> • Yearly checks of car park for necessary maintenance including overgrowth 	JP	Inspect every year	
			<ul style="list-style-type: none"> • Check that the cleaner knows which type of cleaner to use on which type of floor 	JP	New Cleaner visit	
			<ul style="list-style-type: none"> • Ensure cleaner puts up cleaning warning notice when cleaning 	DH	JP to speak to DH	
Work at height E.g. 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"> • Appropriate, commercial stepladder securely stored and available for use. • Hall users know (through hire agreement) that they are responsible for using the stepladder safely. • Hall committee members and cleaner know how to use the stepladder safely. 	<ul style="list-style-type: none"> • Print copies of HSE guidance on safe use of stepladders and make available to all those who may use stepladder 	JP	21 st June 2021	
			<ul style="list-style-type: none"> • Put in place system for checking condition of stepladder 	JP	21 st June 2021	
			<ul style="list-style-type: none"> • Consider implications for work at height for any future alterations to the hall. 	JP	As needed	
Vehicle movement	Pedestrians could suffer serious injury if struck by cars entering/leaving car park or moving in it Also at main entrance as disabled parking is by entrance.	<ul style="list-style-type: none"> • Entrance/exit to car park clearly marked. • For large events, parking controlled by marshals wearing high-visibility vests. • Car park and driveway well lit. • Skip/recycling collections do not use car park. • Gates to car park are closed when village hall not in use. 	<ul style="list-style-type: none"> • Advise users of hall, through hire agreement, to consider whether they need to operate parking controls for their event. 	HD	21 st June 2021	
			<ul style="list-style-type: none"> • Allow hirers to use disabled parking during setup of event so no need to open gates for small setups 	HD	21 st June 2021	
			<ul style="list-style-type: none"> • Erect pedestrian sign so cars leaving the car park are aware of pedestrians leaving the recreation ground 	JP	TBC	

Hazardous substances	The cleaner, and others cleaning, risk skin problems, e.g. dermatitis and eye damage, from direct contact with cleaning chemicals. Vapour may cause breathing problems. Also Prevent chemicals are never accessible to children	<ul style="list-style-type: none"> Mops, brushes and strong rubber gloves provided. Cleaning products marked 'irritant' replaced with milder alternatives where possible. Cleaner trained to use products safely, e.g. follow instructions on the label, dilute properly and never transfer to an unmarked container. Cleaning products stored securely or removed from site after use. 	<ul style="list-style-type: none"> Cleaner reminded to check for dry, red or itchy skin on her hands and, if finding any, to see their GP for advice and to tell the secretary of the management committee. 	HD	21 st June 2021	
			<ul style="list-style-type: none"> Train cleaners to avoid using sprays at high level unless necessary – if so use eye protection. 	HD	21 st June 2021	
Electricity	Users risk electric shocks 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. Safety plugs in sockets. Portable equipment checked for visual signs of damage before use. Hall users know they are responsible for any equipment used on site. 	<ul style="list-style-type: none"> Make sure hall users know where the fuse box is located (Entrance Lobby & above door to back stage) and how to switch supply off in an emergency. 	HD	Before each hire	
			<ul style="list-style-type: none"> Remind users that portable equipment considered unsafe should be marked and taken out of use. 	HD	Before each Hire	
Stored equipment	Users could be injured by collapsing stacks in store rooms and green room + stacked chairs and tables	<ul style="list-style-type: none"> Users know that they must stack tables and chairs carefully so that they do not collapse 	<ul style="list-style-type: none"> No further action needed. 			
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"> Trolleys available to move heavy equipment and users know where they are kept. 	<ul style="list-style-type: none"> No further action needed. 			
Fire		<ul style="list-style-type: none"> Creating a fire risk assessment 	<ul style="list-style-type: none"> Complete the risk assessment and that its contents are done. 	JP	To be completed by 21 st June	
Dangerous Equipment	Users & cleaners handling sharp knives in kitchen; Coming into contact with Hob / Oven / Jacket Potato Oven; Exposure to chemicals	<ul style="list-style-type: none"> No Risk controls at present 	<ul style="list-style-type: none"> Show users where any sharp equipment is kept and warn to keep children away. 	HD	Before each hire	
			<ul style="list-style-type: none"> Show operation and isolation of Hob/Oven. Warn users to keep children away from hot surfaces. 	HD	Before each hire	
			<ul style="list-style-type: none"> Ensure all hazardous cleaning materials (e.g. toilet cleaner) are kept locked away 	HD	Ongoing	
Hot Water	Hot water Tanks temperature can be set to high and cause scolding of hands	<ul style="list-style-type: none"> Water Temperature checked by committee 	<ul style="list-style-type: none"> Inform users to check water temp and report to committee asap if temperature needs changing 	HD	Before each hire	

Asbestos	Staff, and others, carrying out normal activities at very low risk. Poses a risk if fibres are released into air and inhaled. Maintenance workers are most at risk.	<ul style="list-style-type: none"> No risk controls at present. No construction carried out during years asbestos was used as a building material 	<ul style="list-style-type: none"> None 	-	-	Done
Lone Working Risk of any of the above hazard happen when only one person in hall	Committee members working in hall, Trades working including cleaner and Lone users setting up or clearing up the hall	<ul style="list-style-type: none"> No Risk controls at present 	<ul style="list-style-type: none"> Committee members to inform other committee members when carrying out any work in hall alone 	JP	From now on	
			<ul style="list-style-type: none"> Trades to communicate arrival and departure to agreed committee member 	HD	From now on	
			<ul style="list-style-type: none"> Users are encouraged not to work alone in the hall but if they need to, they should inform a responsible individual when they arrive and depart the hall 	HD	From now on	

Assessment review date: 1st May 2022

Any accident should be logged in the Accident Book

When do I need to report an incident?

For most types of incident, including:

- accidents resulting in the death of any person
- accidents resulting in specified injuries to workers
- non-fatal accidents requiring hospital treatment to non-workers
- dangerous occurrences

The responsible person must notify the enforcing authority without delay, in accordance with the reporting procedure (Schedule 1). This is most easily done by reporting online (<https://www.hse.gov.uk/riddor/report.htm#online>). Alternatively, for fatal accidents or accidents resulting in specified injuries to workers **only**, you can phone 0345 300 9923.

NB: A report must be received within 10 days of the incident.

For accidents resulting in the over-seven-day incapacitation of a worker, you must notify the enforcing authority within 15 days of the incident, using the appropriate online form.