

Risk assessment for Eridge Village Hall

Setting the scene

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

The committee did not have a legal requirement to record the findings of this risk assessment as less than five people work at the hall.

Much of the repair and maintenance work at the hall is performed by self-employed contractors, 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 committee decided that are 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 done?

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

To identify the hazards, it

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 with other members of the committee, noting things that might pose a risk; and

Assessed who could be harmed by the hazards and how.

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

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.

The committee decided to put in place all the additional risk controls 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 shared with the representatives of

all groups using the hall for the first time. A copy was also put up in the reception and kitchen areas. The management committee decided to review the risk assessment every year, or immediately if any changes occurred to the hall or how the hall was used.

Company name: Eridge Village Hall Date of risk assessment: 5th September 2022

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"> ■ Car park surface maintained to be as even as possible. ■ Parking spaces for visitors with disabilities available next to hall entrance. ■ Good lighting in all areas in the 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 Hallways and Kitchen other than cupboards ■ No trailing electrical leads/cables. ■ Anti slip hall flooring 	<ul style="list-style-type: none"> ■ Surface to be inspected regularly and repaired as necessary. 	All	Inspect three-monthly	16 June, then every three months
			<ul style="list-style-type: none"> ■ Check that hall cleaner knows which products to use on which type of floor. 	GC	Dec 22	
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"> ■ 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 those who may use stepladder. 	Das	Sept 22	Done
			<ul style="list-style-type: none"> ■ Put in place system for checking condition of stepladder. 	Das	Dec 22	Done
			<ul style="list-style-type: none"> ■ Consider implications for work at height of any future alterations to the hall. 	All	As needed	

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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"> Entrance/exit to car park clearly marked. For large events, parking controlled by marshals wearing high-visibility vests. Skip/recycling collection takes place at times when hall not in use. 	<ul style="list-style-type: none"> Apply 5 mph speed limit in car park 	DAS	Dec 22	
			<ul style="list-style-type: none"> Advise users of hall, through hire agreement, to consider whether they need to control car parking. 	GC	Dec 22	
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"> Mops, brushes and strong rubber gloves provided. Cleaning products marked 'irritant' replaced with milder alternatives. Cleaner trained to use products safely, eg follow instructions on the label, dilute properly and never transfer to an unmarked container. Cleaning products stored securely. 	<ul style="list-style-type: none"> 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. 	GC	Dec 22	
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. Warning signage displayed Portable equipment checked for visual signs of damage before use. Hall users know they are responsible for any equipment used on site. Annual Pat Testing 	<ul style="list-style-type: none"> Make sure hall users know where the fuse box is and how to switch supply off in an emergency. 	GC	Dec 22	
			<ul style="list-style-type: none"> Remind users that portable equipment considered unsafe should be marked and taken out of use. All hirers equipment to be certified by hirer as suitable and safe 	DAS GC	Dec 22 Dec 22	
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 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"> Users are advised to move furniture in manageable quantity and be aware of good practice 	<ul style="list-style-type: none"> No further action needed 			

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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 are most at risk.	<ul style="list-style-type: none"> No risk controls at present. 	<ul style="list-style-type: none"> Find out if hall contains any asbestos (eg in ceiling tiles, wall panels). If so, and if asbestos is in good condition, record where it is and put up signs warning that it is asbestos and is not to be disturbed (and then make regular checks to ensure it remains undisturbed and the signs maintained). Damaged asbestos to be removed by specialist contractors. If hall is ever demolished/refurbished, asbestos should first be removed by specialist contractors. 			
Fire	If trapped, staff could suffer fatal injuries from smoke inhalation/burns	<ul style="list-style-type: none"> Fire risk assessment done, see www.communities.gov.uk/fire and necessary action taken. 	<ul style="list-style-type: none"> Ensure the actions identified as necessary by the fire risk assessment are done. 			

Assessment review date:

Review Sept 23