

Gregson Lane Community Centre Health and Safety Risk Assessment

The Community Centre Management Committee have undertaken a risk assessment of the hall to control the risks to **help protect hirers/committee members/volunteers/contractors during their time whilst within the bounds of the village hall boundaries.**

The purpose is to comply with current legislation (as closely as possible) within the (health and safety at work act 1974).

Although not required by law, the committee decided to comply as closely as possible with the spirit of the legislation.

All hirers/committee members/visitors/contractors are encouraged to take an active role in “safety” during their time in the hall and bring to the attention of the committee any concerns they may have with this subject

All personnel are responsible for their own safety and others around them during their time within the bounds of the hall. They have the authority to cease any action they may think is unsafe and bring this to the attention of the committee for action.

Personnel should be aware of “Risk” when performing tasks within their purview. These risks are present and should be mitigated and controlled through careful and considered management.

Any process/action which is considered to carry risk should be managed using the Village Hall “Risk assessment register” this document will remain live and will be assessed for accuracy and relevancy periodically.

Any action or process which is considered “unusual or rare” but still considered carrying risk will be subject to “Dynamic risk assessment”. Inclusion into the risk assessment register should then be considered.

Any accident including a “Near Miss” is to be recorded in the village hall “accident reporting book”. Any accident considered serious (broken bones etc.) as defined by the Health and safety executive (HSE) is to be reported by the appropriate process “Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 2013” (RIDDOR).

Information in detail regarding the Health and Safety Executive can be found online at: www.hse.gov.uk

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Action by whom and when	Insert Date completed and any notes.
Slips Trips and Falls	<p>Hall users could injury themselves if they slip due to spillages or trip over objects.</p> <p>No trailing electrical cables or leads</p> <p>No permanent storage in entrance hall</p> <p>Mat at entrance hall to stop rainwater being carried in the hall.</p>	<p>Good lighting in all areas of the hall</p> <p>All users know (hire agreement) that during period of hire they are responsible for clearing up spillages immediately and to ensure hazards are not present or dealt with during hire period</p> <p>Cleaning equipment such as Mops and brushes to be stored in the cleaning cupboard when not in use.</p>	<p>Cleaner Secretary Named Hirer Ongoing every time hall is occupied.</p>	<p>Any faulty lights are broken hall equipment reported to secretary or chair Cleaner only uses the correct cleaning products on the floor</p>
Working at height Changing bulbs, putting up decorations	<p>Anyone working at height could suffer injuries if they fall</p>	<p>Only appropriate contractor or person to change any light bulbs or to decorate the hall, using their own stepladder or the one that is stored in the hall.</p> <p>Hirers aware if they should use the stepladder, they are responsibly for using it safely</p>	<p>Cleaner Committee Hirer Ongoing</p>	<p>HSE guidance on use of stepladders A checking system for inspecting condition of the stepladder</p>

<p>Cleaning Products</p>	<p>Risk of skin problems if direct contact with products when using to clean the hall</p> <p>Accidental ingestion of products by vulnerable persons using the hall</p>	<p>Cleaning products used in the hall currently general household products.</p> <p>Mops brushes and rubber gloves available for those who clean the hall.</p> <p>Products used properly and if require dilution all instructions are followed and never stored in unmarked containers</p> <p>Cleaning products stored securely.</p> <p>Young children not allowed in the Kitchen area.</p>	<p>Cleaner Committee</p>	<p>Cleaner to report any skin irritations etc to the secretary and to seek medical advice.</p>
<p>Electricity</p>	<p>Risk of electric shocks or burns form faulty equipment or installation</p>	<p>Fixed installations correctly installed by a qualified electrician and inspected regularly</p> <p>All repairs by a qualified electrician</p> <p>Portable equipment belonging to the community centre have a yearly PAT test</p> <p>Portable equipment checked for visual signs of damage before use.</p> <p>Hall users should only be using PAT tested portable equipment and they are responsible for any equipment used on site.</p>	<p>Secretary Hirers ongoing</p>	<p>Remind users that any portable equipment considered unsafe needs to be marked, taken out of use and reported to the secretary</p>

		Ensure hall users know where the fuse box is and how to switch off supply in an emergency		
Stored equipment	Injury due to collapsing stacks	Chairs to be stacked no more than 10 high GOPack tables to be stored in their specific GOPack Storage unit Other Tables to be stored no more than 5 high.	All hall users	If tables and chairs are found not to have been stored correctly after a hire period, then the secretary will inform/remind the named hirer of the requirements.
Manual Handling	Lifting objects can cause injury	Heavy objects/awkward objects to be lifted by more than one person Lifting notices on notice board Hirers responsible for ensuring safety of their group if any lifting during hire is undertaken	All hall users	
Fire	Injury from burns or smoke inhalation	Fire risk assessment done and included in hire agreement Regular checks to ensure fire doors are operational Regular yearly servicing of fire extinguishers Fire alarm system tested and service as recommended	Secretary and Chair	

