

# Hambledon Village Hall Risk Assessment Record

Carried out 14<sup>th</sup> September 2022

Date reported to management committee 29/09/22

Assessors Ruth Canham, Martyn Grove and Graeme Guthrie

## Car park and outside areas

**Persons at Risk** All users, volunteers, contractors and members of the public walking or driving on car park or waiting at bus stop

Hazard	Frequency + Severity = Risk Rating		
1. Risk of slipping and injury due to fallen leaves in autumn/winter	2	3	5
2. Front fire exit steps can become slippery with build-up of dirt/algae	2	3	5
3. Risk of injury caused due to poor visibility after dark	2	4	6
4. Risk of being able to leave the building safely from Fire Exit 2 as chairs stacked outside are protruding into Walkway.	2	4	6

A Risk Rating of 5 or more requires further action

No.	Present Control Measures	Adequate Y/N	Suggested Improvements
1.	Intermittent leaf clearing as necessary.	Y	
2.	Step to be checked monthly and cleaned as Necessary	Y	
3.	External car park lights to be turned on when hall in use after dark and emergency lighting in situ activated by mains power failure.	Y	
4.	None	Y	Chairs to be removed

### **Further Action and Recommendations**

Chairs outside fire exit 2 to be removed

Risk Rating Scores:

Probable Frequency	Severity
1. Improbable	1. Trivial injuries
2. Possible	2. Minor injuries
3. Occasional	3. Major injury to one person
4. Frequent	4. Major injuries to many people
5. Regular	5. Death of one person
6. Common	6. Multiple deaths

## Entrance Lobby

**Persons at Risk** All Users

Hazard	Frequency + Severity = Risk Rating		
1. Children leaving the building unsupervised	2	6	8
2. Catch on door risks people being unable to escape in emergency	2	6	8

A Risk Rating of 5 or more requires further action

No.	Present Control Measures	Adequate Y/N	Suggested Improvements
1.	High level catch on doors from hall to lobby	Y	
2.	Hiring agreement points out that catch should be open except when children at risk of leaving unsupervised	Y	

### **Further Action and Recommendations**

**NA**

Risk Rating Scores:

Probable Frequency	Severity
1. Improbable	1. Trivial injuries
2. Possible	2. Minor injuries
3. Occasional	3. Major injury to one person
4. Frequent	4. Major injuries to many people
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6. Common	6. Multiple deaths

## Main Hall

**Persons at Risk** All Users

Hazard	Frequency + Severity = Risk Rating		
1. Injury due to incorrect moving of heavy objects Eg tables and chairs	2	2	4
2. Electric shock from open plug sockets	2	3	5
3. Possibility of children leaving the hall unsupervised through double doors to Fire Exit 1	2	6	8
4. Risk of people being unable to access fire door 1 quickly due to bolt	2	6	8
5. Risk of injury due to poor visibility in emergency If mains electricity fails	2	6	8
6. Risk of injury due to overcrowding/unsafely spaced tables and chairs when hall in use.	2	2	4
7. Risk of injury from unauthorised use of table tennis Tables	2	3	5
8. Risk of injury from using ladder	2	3	5

A Risk Rating of 5 or more requires further action

No.	Present Control Measures	Adequate Y/N	Suggested Improvements
1.	Two trolleys available to move 100 chairs. Stated in Hirer's Agreement that chairs should not be stacked more than 4 high and only moved using chair trolleys.	N	This should be added to the seating plan on the hall noticeboard
2.	Electric sockets should be open with NO socket covers which have been found to create a greater risk of electrocution.	Y	
3.	States in Hirer's Agreement that bolt on double doors can be locked for children's events but that supervisors must be aware of this and the need to open them in an emergency	Y	
4.	Hiring agreement states out that bolt must be open except when children at risk of leaving unsupervised	Y	
5.	Non-maintained fire headlamps in situ	Y	
6.	Maximum numbers for seating/standing on seating plans on hall noticeboard and in Hirer's Agreement	Y	
7.	None	N	Notice to be put on table tennis tables to say only to be used by members of the table tennis club
8.	H & S policy stipulates ladder only to be used when two people are in the hall	Y	

**Further Action and Recommendations**

1. Instructions for chairs not to be stacked more than four high and only to be moved using the chair trolleys are to be added to seating plan on hall noticeboard by 22/09/22

7. Notice to be put on table tennis tables to say only to be used by members of the table tennis club by 22/09/22.

8. Risk to anyone using ladders in all areas of hall. No one is to use a ladder alone at any time.

Risk Rating Scores:

Probable Frequency	Severity
1. Improbable	1. Trivial injuries
2. Possible	2. Minor injuries
3. Occasional	3. Major injury to one person
4. Frequent	4. Major injuries to many people
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## Kitchen

**Persons at Risk** All users, especially children

Hazard	Frequency + Severity = Risk Rating		
1. Sharp implements, especially knives. Safety catches broken on cutlery drawers	2	3	5
2. Burns/scalds from urn and kettles.	2	2	5
3. Fire from food on cooker/microwave	2	2	4
4. Burns from oven and microwave	2	2	4
5. Cleaning products under sink – poison risk, safety catches broken on doors	2	3	5
6. Risk of illness from fridge if temperature incorrect	2	3	5

A Risk Rating of 5 or more requires further action

No.	Present Control Measures	Adequate Y/N	Suggested Improvements
1.	Children to be supervised in kitchen, Broken safety catches to be replaced	N	Safety catches continually being broken. Decision taken not to replace them and, instead, to state in hiring agreements that children under ten are not allowed in the kitchen and that the door to the committee room and the half door under the hatch should be kept closed.
2.	Urns and kettles at back of counter.	N	As above for point number one.
3.	2 Fire blankets in situ CO2 fire extinguisher in kitchen	Y	
4.	First aid kit next to cooker	Y	
5.	Children to be supervised in kitchen Broken safety catches to be replaced	N	See above comments for number 1
6.	Thermometer in fridge	Y	

### **Further Action and Recommendations**

1, 2 & 5. Safety catches continually being broken. Decision taken not to replace them and, instead, to state in hiring agreements that children under ten are not allowed in the kitchen and that the door to the committee room and the half door under hatch should be kept closed.

Risk Rating Scores:

Probable Frequency	Severity
1. Improbable	1. Trivial injuries
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## Committee Room

**Persons at Risk** All users

Hazard	Frequency + Severity = Risk Rating		
1. Children leaving the building unsupervised Through Fire Exit	2	6	8
2. Risk of people being unable to access fire door quickly due to bolt	2	4	8

A Risk Rating of 5 or more requires further action

No. Present Control Measures	Adequate Y/N	Suggested Improvements
1. States in Hirer's Agreement that bolt on fire exit can be locked for children's events but that supervisors must be aware of this and the need to open them in an emergency	Y	
2. Hiring agreement states out that bolt must be open except when children at risk of leaving unsupervised	Y	

### **Further Action and Recommendations**

NA

Risk Rating Scores:

Probable Frequency	Severity
1. Improbable	1. Trivial injuries
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## Side store/lobby leading to Fire Exit 1

**Persons at Risk** All users

Hazard	Frequency + Severity = Risk Rating
None noted	

## Ladies' and Gentlemen's Toilets

**Persons at Risk** All users

Hazard	Frequency + Severity = Risk Rating		
1. Slip hazard if floor wet.	2	3	5

A Risk Rating of 5 or more requires further action

No. Present Control Measures	Adequate Y/N	Suggested Improvements
1. Regular checking of toilets and wet floor signs Available in both toilets	Y	

**Further Action and Recommendations**  
NA

Risk Rating Scores:

Probable Frequency	Severity
2. Possible	2. Minor injuries
3. Occasional	3. Major injury to one person
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5. Regular	5. Death of one person
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## Back Storeroom

**Persons at Risk** All users

Hazard	Frequency + Severity = Risk Rating		
1. Risk of injury in emergency loss of mains power	2	4	6
2. Risk of injury due to stacked tables shifting	2	4	6

A Risk Rating of 5 or more requires further action

No. Present Control Measures	Adequate Y/N	Suggested Improvements
1. Non-maintained emergency light in situ	Y	
2. Tables stacked carefully. Area no longer used as a fire escape	Y	

**Further Action and Recommendations**  
NA