

CLARBOROUGH VILLAGE HALL

RISK ASSESSMENT



January 2022

R A Policy Revised January 2022

CLARBOROUGH VILLAGE HALL

RISK ASSESSMENT

METHOD

The hall was inspected on January 6th and a list of hazards noted.

The HSE's web pages were consulted in order to establish an appropriate format.

Two other users of the hall, the IT Group and The HRCA were contacted for comment.

The list of hazards was examined

Controls were agreed

The conclusions have been discussed with the Management Committee

This task is on-going the current document applies from January 6th 2022

CLARBOROUGH VILLAGE HALL

RISK ASSESSMENT

STEPS TRIPS AND FALLS

These could be caused by uneven surfaces, thresholds, wet floors, ill-fitting carpet tiles etc.

WHO MIGHT BE HARMED AND HOW?

Users of the car park and Hall may suffer such injuries as fractures or bruising if they slip on,
for example spillages, or loose carpet tiles.

ACTIONS TAKEN TO DATE

Car park surfaces maintained in good conditions
parking spaces delineated, disabled persons parking close to hall entrance,
Flood lit at night
Users sign hire agreement and accept liability to clean up spillages.
Mats at entrances to absorb water from wet footwear.
Trailing electrical leads under rubber ducting.
No loose equipment stored in traffic routes.

FURTHER ACTION NECESSARY

Inspect all surfaces and repair as necessary
Ensure cleaning team use correct and appropriate chemicals

WHO WILL UNDERTAKE?

Management Committee

FREQUENCY?

Three-monthly

DATE UNDERTAKEN

By:-

Date:-

CLARBOROUGH VILLAGE HALL

RISK ASSESSMENT

WORKING AT HEIGHT

Attending to light fittings or external rainwater goods etc.

WHO MIGHT BE HARMED AND HOW?

Management committee volunteers or outside contractors by falling or twisting.

ACTIONS TAKEN TO DATE

Appropriate access facilities bought, stored and used in accordance with manufacturer's recommendations.

Hall users are aware, through written terms and conditions of their responsibility to use access facilities safely.

Management committee members trained in the use of access facilities.

FURTHER ACTION NECESSARY

Print and make available guidance on the use of ladders and platforms as appropriate

Establish a routine for checking the safety of ladders and access platforms.

Consider the implications when installing replacement lighting or equipment at heights that needs subsequent maintenance.

WHO WILL UNDERTAKE?

Management Committee

FREQUENCY?

Three-monthly

DATE UNDERTAKEN

By:-

Date:-

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NB External areas including the drive and car park are actually the responsibility of Clarborough & Welham Parish Council – notes below record the Village Hall Management Committee's observations, not responsibilities.

VEHICLE MOVEMENTS

Pedestrians could be struck by moving motor vehicles

WHO MIGHT BE HARMED AND HOW?

Pedestrians visiting the hall or alighting from vehicles
Children accessing adjacent play area.
Local people accessing interconnecting footpaths

ACTIONS TAKEN TO DATE

Entrance and exit clearly marked.
Parking bays clearly marked
Prohibit children's games on the car park
Ensure waste bins are safely stored
Ensure flood-lights are maintained.

FURTHER ACTION NECESSARY

Establish as soon as possible, a speed limit on site of 5MPH and display correctly designed signs
Identify volunteers to act as stewards at busy events.
Ensure users know through the Terms and Conditions that they have a responsibility for car park safety

WHO WILL UNDERTAKE?

Management Committee

FREQUENCY?

Three-monthly

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RISK ASSESSMENT

HAZARDOUS SUBSTANCES

Cleaning products

WHO MIGHT BE HARMED AND HOW?

The cleaning team by skin contact or fumes

Volunteers supporting the cleaning team by skin contact or fumes

Users attempting to clean following an event by skin contact or fumes.

ACTIONS TAKEN TO DATE

Provide appropriate gloves, mops, buckets and other equipment designed for professional use.

Ensure any harmful product is clearly marked

Ensure any harmful product is stored safely

Ensure cleaner(s) have been correctly trained in the use of hazardous products.

Ensure cleaner(s) can and do read warning labels.

FURTHER ACTION NECESSARY

Advise cleaner(s) that any scaly itchy or flaking skin must be treated by suitably qualified person(s).

WHO WILL UNDERTAKE?

Management Committee

FREQUENCY?

Three-monthly

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RISK ASSESSMENT

ELECTRICAL SYSTEMS

Electric shock or electrocution through faulty equipment or misuse.

WHO MIGHT BE HARMED AND HOW?

Management committee members if attempting a repair
Users if faulty equipment is brought onto the premises.
Contractors working on the premises.

ACTIONS TAKEN TO DATE

Fixed installations examined as required by law by a qualified professional and records kept.
Repairs only undertaken by qualified professional.
Safety plugs in all accessible sockets
Portable equipment tested on a regular basis
Users understand their responsibility as outlined in Terms and Conditions.

FURTHER ACTION NECESSARY

Ensure that all users are aware of the location of the main fuse box
Ensure that any electrical equipment not carrying a PAT Certificate is removed and tested prior to further use. Any equipment that fails to be disposed of as required by law.

WHO WILL UNDERTAKE?

Management Committee

FREQUENCY?

Three-monthly

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RISK ASSESSMENT

STORED EQUIPMENT

Poorly stacked equipment could fall

WHO MIGHT BE HARMED AND HOW?

People accessing stored equipment could be crushed under falling items.

ACTIONS TAKEN TO DATE

Clear notices to advise requirements for storage.

Restrict height of stored equipment

Ensure that heavy equipment is clearly labelled.

Restrict access to store cupboard

Ensure that two persons are always present when equipment is moved about.

FURTHER ACTION NECESSARY

Monitor presence of warning notices

WHO WILL UNDERTAKE?

Management Committee

FREQUENCY?

Three-monthly

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RISK ASSESSMENT

OBJECTS HANDLING

Users could be injured by inappropriate lifting techniques.

WHO MIGHT BE HARMED AND HOW?

People manoeuvring equipment on the premisses.

ACTIONS TAKEN TO DATE

No heavy equipment stored in the premisses.

FURTHER ACTION NECESSARY

Establish safe weights for people to lift

WHO WILL UNDERTAKE?

Management Committee

FREQUENCY?

Three-monthly

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RISK ASSESSMENT

ASBESTOS

Asbestos fibres are a serious health risk

WHO MIGHT BE HARMED AND HOW?

People working on the premisses who disturb any asbestos present

ACTIONS TAKEN TO DATE

Visual inspection reveals no asbestos obviously present.

FURTHER ACTION NECESSARY

Ensure no asbestos products are currently on site as insulation for example.

Ensure no product containing asbestos is brought on site

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WHO WILL UNDERTAKE?

Management Committee

FREQUENCY?

Daily

DATE UNDERTAKEN

By:-

Date:-

CLARBOROUGH VILLAGE HALL

RISK ASSESSMENT

FIRE

If trapped, hall occupants could be burned or inhale smoke.

WHO MIGHT BE HARMED AND HOW?

Volunteers and Hall users

ACTIONS TAKEN TO DATE

Fire inspection carried out
Fire inspection recommendations in place
Fire fighting equipment under maintenance contract.
Fire assembly point identified.
Fire evacuation rehearsals carried out
Fire exits clearly labelled.
Potential source of fire eliminated
Smoking on the premisses prohibited
Carbon monoxide detector installed in bar area

FURTHER ACTION NECESSARY

Constantly monitor all above areas

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WHO WILL UNDERTAKE?

Management Committee

FREQUENCY?

Monthly

DATE UNDERTAKEN

By:-

Date:-

CLARBOROUGH VILLAGE HALL

RISK ASSESSMENT

KITCHEN

Hot water, hot surfaces, slippery floors.
Infection from unhygienic conditions

WHO MIGHT BE HARMED AND HOW?

Volunteers and Hall users

ACTIONS TAKEN TO DATE

Electrical equipment tested regularly and PAT carried out as specified.
Cooking equipment tested regularly for safety
Gas cooker tested as required by law
Hot water thermostat checked for efficiency to avoid scalding.
Kettles and boilers stored on flat surfaces away from spillage risk
Refrigerator and Deep Freeze checked for temperature.
Food waste removed at least once daily
Hand washing and utensil washing facilities are separate.
No heavy objects stored above head height.
Spillages cleared up immediately
Appropriate notices clearly displayed.
Ensure, where possible, that at least one user is appropriately qualified regarding both food hygiene and First Aid

FURTHER ACTION NECESSARY

Constantly monitor all above areas

WHO WILL UNDERTAKE?

Management Committee

FREQUENCY?

Weekly

DATE UNDERTAKEN

By:-

Date:-