

# **HOPE VILLAGE HALL**

## **HEALTH & SAFETY RISK ASSESSMENT**

### **SETTING THE SCENE**

Hope Village Hall is a community centre operated under charitable status by a Management Committee of volunteers who arrange and run many community events throughout the year, including a weekly Community Café, and host the local Post Office outreach service, also on a weekly basis. The Hall is also rented out to members of the public on an unstaffed basis and to organisations that hire the building and therefore have their own employees and visitors on the premises. Other users of the Village Hall are contractors, volunteers and visitors who help maintain the building and surrounding area. As the building is used for leisure, it is acknowledged that many users may not have health and safety in the forefront of their minds when using the premises.

### **PREMISES RISK ASSESSMENT PURPOSE**

The Management Committee has a legal duty to take reasonable measures to ensure the venue, access to it and any equipment or substances provided are safe for people using it, as far as is reasonably practicable. As a charitable organisation, we also have health and safety and fire safety responsibilities for those who use the venue. We work to ensure that we keep the building in good repair and that all fire precautions are in place.

Although the Management Committee does not have a legal requirement to record the findings of their Health & Safety Risk Assessment, as fewer than five people work at the Hall, they decided that there are sound legal and business reasons to do so and they have also posted the document on the Hall's website (<https://hopevillagehall.org.uk/public-documents/risk-assessments/>), to ensure that it is brought to the attention of those working or holding an event at the Hall.

Much of the repair and maintenance work at the Hall is done by self-employed contractors who have responsibility for their own health and safety including the hours they work and their financial and tax arrangements.

## HOW WAS THE RISK ASSESSMENT DONE?

The risk assessment was carried out by the Management Committee's Health and Safety team following the Health and Safety Executive's guidance in Five Steps to Risk Assessment: ([www.hse.gov.uk/pubns/indg163.pdf](http://www.hse.gov.uk/pubns/indg163.pdf)):

1. To identify the hazards, the Health and Safety team:
  - sought advice from the HSE website on health and safety guidance for small businesses;
  - walked around the Hall, its grounds and car park noting things that might pose a risk;
  - involved volunteers and other users of the Hall to learn from their experience and get their views on health and safety.
2. The Health and Safety team noted who could be harmed by any potential hazards and how.
3. The Health and Safety team noted what controls were in place to manage these risks and compared these to the guidance on the HSE's website.
4. The Health and Safety team identified actions that should be taken by the Management Committee, suggesting who was responsible for doing what, and by when. It was decided to tick off each action as it was completed and to record the date it was done.
5. The Health and Safety team then discussed their findings with the Management Committee, which decided to put in place all of the additional risk controls as suggested. It was also agreed that the risk assessment should be published on the Hall's website (<https://hopevillagehall.org.uk/public-documents/risk-assessments>) so as to be available to all users and to all those who might work at the Hall. The risk assessment will be reviewed every year, or immediately if any changes are deemed necessary or if there were to be changes to the Hall or how it was used.

Assessment completed: 1<sup>st</sup> September 2021

Next review date: 20<sup>th</sup> March 2025

## HEALTH & SAFETY RISK ASSESSMENT

What are the hazards?	Who might be harmed?	What we are doing already	What further action is needed	Action, and by whom	Action, when completed
<p><b>Slips trips and falls</b></p> <p>Caused by uneven surfaces or slippery floors</p> <p>Use of temporary staging</p> <p>Trip hazards posed by boxes of items positioned under the bric-a-brac tables</p>	<p>All users of the Hall</p> <p>Contractors</p> <p>Passers-by in car park</p> <p>Potential injuries include bruising and fractures/breaks</p>	<p><b>Inside:</b></p> <p>Anti-slip quarry tile flooring in the entrance hall and toilets</p> <p>Anti-slip flooring in the Committee Room and newly installed in the kitchen</p> <p>Absorbent mat placed inside the entrance door</p> <p>Main Hall's wooden floor is maintained in a good condition.</p> <p>Users are advised to clear up spills promptly</p> <p>Ensure boxes are pushed well back under the bric-a-brac tables.</p> <p><b>Outside:</b></p> <p>Car park is tarmacked to reduce trip hazards.</p>	<p><b>Inside:</b></p> <p><b>Cleaner advised to check the calendar and avoid floor mopping on the days that events are held.</b></p> <p><b>Outside:</b></p> <p>Repair of concrete edging around the manhole cover at premises rear</p> <p>Secure wooden edging to gravel area at rear of building.</p> <p>These are minor matters in areas where the public never go and where volunteers only venture during maintenance control.</p>	<p>BP</p> <p>BP</p> <p>BP</p>	<p><b>AWAITS:</b></p> <p>Dependent on development of school site and any updated drainage system for HVH. Then this concrete edging will be re-laid</p>
<p><b>Access to premises</b></p> <p>Vehicle movements</p>	<p>All users of the Hall</p> <p>General public</p>	<p>Overflow parking may be available by prior arrangement with a neighbouring land user for certain large events, but must be supervised by the event holder</p> <p>Hiring Agreements require hirers to manage responsible parking</p>	<p>Application for the use of overflow parking must be made with sufficient notice to the neighbouring land user.</p>		

<p>Disabled access</p>	<p>Those with impaired mobility</p>	<p>Parking guidance covered in the Handbook for people hiring the Hall</p> <p>Provision of volunteer parking attendant(s) to manage parking when appropriate</p> <p>Delegate to intervene in the event of dangerous parking</p> <p>HVH complies fully with the Disability Discrimination Act 1995 and is fully accessible for people with disabilities who are using the hall, including having two double-door ramped entranceways/exits for wheelchair users.</p>			
<p><b>Working at height</b></p> <p>Falling off ladders/maintenance towers and other forms of access</p>	<p>All users of the Hall</p> <p>Contractors</p> <p>Changing light bulbs/fuses/maintenance</p> <p>Installation of decorations/rigging/scenery</p>	<p>All Hall users are required to report any broken bulbs in the Maintenance Book, but not to attempt to change them</p> <p>Contractors to use their own equipment (ladders/maintenance tower).</p> <p>Village Hall step ladders to be used by a competent adult.</p> <p>Users of the Village Hall step ladders must not work alone.</p> <p>Village Hall step ladders are kept in a good state of repair</p> <p>Suitable footwear to be worn when using step ladders.</p>			

<p><b>Falling objects</b></p> <p>e.g. stage lighting and scenery</p> <p>Roof tiles falling from Village Hall roof</p>	<p>All Hall users</p> <p>Performers</p> <p>Falling heavy objects causing impact wounds or even death</p>	<p><b>Inside:</b></p> <p>Contractors instructed to follow safe working practices. Also applies to performing groups using the Hall.</p> <p>Stage lighting secured by 2 means a) bolts and b) chains</p> <p><b>Outside:</b></p> <p>Condition of Village Hall roof is checked on a regular basis and any defects are recorded in the Maintenance Book</p> <p>Prompt rectification of defects.</p>			
<p><b>Storage of tables/chairs/temporary staging</b></p>	<p>All Hall users</p> <p>Setting up or dismantling may result in strains and crush injuries</p>	<p>Event guidance provided in the Handbook for people hiring the Hall that:</p> <p>Chairs/tables/staging must be moved using the trolleys provided</p> <p>Chairs must be stacked no more than 10 high on trolleys</p> <p>Children must not move tables and chairs</p> <p>Tables should be stored with care</p> <p>See Health and Safety policy for advice.</p>			
<p><b>Manual handling</b></p>	<p>All Hall users</p> <p>Users may suffer back injury when moving heavy items e.g.</p>	<p>Event guidance provided in the Handbook for people hiring the Hall that:</p>		<p>BP</p>	

	tables, chairs, staging and piano	<p>Chairs/tables/staging must be moved using the trolleys provided</p> <p>Seek assistance when moving heavy items e.g. tables</p> <p>Children must not be allowed to move chairs/tables/staging</p> <p>Floor sliders have been attached under the feet of the piano, a filing cabinet and two heavy cabinets to facilitate easy movement.</p> <p>2 x wheeled dollies available to move piano and any other heavy items</p> <p>See Health and Safety policy for advice.</p>			
<b>Hazardous substances</b> e.g. cleaning products, paints etc	<p>All Hall users</p> <p>Especially children who may suffer skin irritation or poisoning.</p>	<p>Chemicals are kept in their original containers, clearly labelled, upright and out of the reach of children</p> <p>Cleaning products are stored in a dedicated locked cupboard away from sources of ignition</p> <p>Paints for decorating the hall are stored in a locked cupboard away from sources of ignition</p> <p>All chemicals held in storage have an appropriate COSHH assessment. which is reviewed annually and updated as necessary</p>		DO	
<b>Electricity</b>	<p>All Hall users</p> <p>Risk of shocks and burns if equipment or installation were</p>	<p>Every 5-years, fixed wiring is inspected tested and certificated by a qualified electrician.</p>	<p>Written records to be kept of when electrical work/PAT testing has been carried out, to be retained in a Records Binder</p>	BP	<p>07.2021: The 5-year review was conducted and certificated by Mike HOCKLEY (Electrician).</p>

	<p>faulty</p>	<p>All electrical circuits were routed into new Consumer Units, with appropriate circuit breakers. in Spring 2020. They are located in the Committee Room out of the reach of children</p> <p>Any electrical defects are reported in the Maintenance Book and any repairs are carried out by a qualified electrician</p> <p>Portable electrical equipment is PAT tested annually</p> <p>Hirers are made aware that they are responsible for their own equipment brought on site and advised of the need to check it (esp. stage lighting and equipment)</p> <p>Users are advised where the Consumer Units are located</p> <p>All floor level electric sockets are protected by child-safe covers.</p> <p>Advice on the use of electrical equipment is contained in the Handbook for people hiring the Hall</p>			<p>No issues were found. No remedial work is required.</p> <p>The certified assessment is retained in the secure HVH filing cabinet (Entrance Hall)</p>
<b>Fire</b>	<p>All Hall users</p> <p>Burns and smoke inhalation.</p> <p>Risk of being trapped.</p>	<p>Fire Safety Risk Assessment completed</p> <p>Battery operated Fire alarm fitted in main hall and fire exits labelled</p> <p>Fire evacuation procedures published</p> <p>Emergency lighting installed, checked monthly.</p>	<p>Written record to be kept of any Fire Safety works e.g. fire extinguisher/fire alarm testing, Fire Officer visits etc in a Fire Safety Records Binder</p>	BP	

		<p>Fire extinguishers supplied and serviced annually</p> <p>Prohibition on naked flames and explosives being brought into the building</p> <p>See Fire Safety Policy for advice</p> <p>Advice on the issue of fire safety is also contained in the Handbook for people hiring the Hall</p>			
<p><b>Stored equipment</b></p> <p>Sharp knives in kitchen</p>	<p>All Hall users</p> <p>Risk of cuts</p>	<p>Knives should not be removed from the kitchen area, apart from those used at food service in the Main Hall</p> <p>All volunteers are cautioned to handle knives with care</p> <p>Advice re handling knives is contained in the Handbook for people hiring the Hall</p> <p>Children are not allowed in the kitchen unless supervised by an adult</p>			
<p><b>Hot surfaces</b></p> <p>Kitchen: Kettle/water urn, oven</p> <p>Wall heaters</p>	<p>All users of the Hall</p> <p>Risk of scalds/burns from hot water. Risk of burns from hot oven.</p>	<p>Kettle and water boiler are unplugged after use and the water supply to the plumbed boiler is turned off when unoccupied</p> <p>Sinks with cold water are available</p> <p>Regular and Burns First Aid kits available.</p> <p>Children are not allowed in the kitchen, unless under the supervision of an adult</p>		BP	<p>17.05.2021: A permanently plumbed Instanta water boiler was installed to avoid carrying water to it.</p>



		<p>Heating via blown air (Main Hall) and electric radiators adequately controlled via app</p> <p>Electric radiators have a heat resistant outer guard.</p> <p>Advice re hot surfaces is contained in the Handbook for people hiring the Hall</p>			
<b>Accidents (First Aid)</b>	<p>All users of the Hall</p> <p>Persons passing or working on or at the boundary of the Hall</p> <p>Accidental injury whilst using the Village Hall</p>	<p>New First Aid and Burns kits have been purchased</p> <p>Both boxes are secured with cable ties that must be cut to allow access, so any usage, requiring replenishment, is undertaken immediately.</p> <p>Pack of blue plasters held in kitchen cupboard</p> <p>All boundaries of the land are the responsibility of the Hall. All are in good condition and are checked regularly</p> <p>Accident Book purchased.</p>	<p>Accident Book to be checked on a regular basis. Any incidents notifiable under RIDDOR guidelines to be reported promptly.</p>	<p>DO</p> <p>DO</p> <p>BP</p>	
<b>Incidents (with H &amp; S implications)</b>	<p>All users of the Hall</p> <p>Persons passing or working on or at the boundary of the Hall</p> <p>Any incident that has H &amp; S implications for the Village Hall whether by persons using it, in its grounds or at its boundary</p>	<p>Incident Book purchased</p> <p>The grounds and all boundaries of the land are the responsibility of the Hall. All are in good condition and are checked regularly</p>	<p>Incident book is checked on a regular basis to determine any issues to be resolved</p> <p>Appropriate action to be instigated dependent on the incident</p>	<p>BP</p> <p>Those on site at the time and/or BP &amp; DO</p>	

<b>Legionnaire's disease</b>	All users of the Hall	<p>A plastic cold-water storage tank in the roof supplies all of the Hall's needs. It has a lid so is free from corrosion, sludge and organic matter and other debris. It is surrounded by a sealed insulated wrapping</p> <p>The complete water system (toilets and hot/cold taps are allowed to run for about 5 minutes weekly.</p>	The complete water system (toilets and hot/cold taps are allowed to run for about 5 minutes weekly.	DD	Ongoing prevention
<b>Boundaries</b>	Persons passing or working on or at the boundary of the Hall	<p>Boundaries are vulnerable to damage from inclement weather, stock damage, potential vandalism and other issues so are subjected to regular visual checks and prompt attention to any issues found.</p> <p>Any issues found are recorded in the Maintenance Book.</p>			
<b>Asbestos</b>	All users of the Hall	N/A. Hope Village Hall was built in 1995 and no asbestos was installed in the building			
<b>Gas</b>	All users of the Hall	<p>N/A. There is no mains gas supply at Hope Village Hall</p> <p>There are no appliances at HVH that use bottled gas so none is on site.</p>			