

BERROW VILLAGE HALL RISK ASSESSMENT - January 2020

This risk assessment is based on previous assessments and follows the advice given by the HSE for small organisations.

Other hazards and risks may exist or may arise at a later date. The recommended incident book and reports / comments by users are ways of identifying any additional significant risks. If such hazards and risks are identified they should be assessed and recorded on the risk assessment format together with controls measures agreed.

The following is quoted / adapted from the HSE document

The management committee decided to do a risk assessment of Berrow Village Hall to control the risks to people who used the hall and were involved in its maintenance and upkeep. The Directors / management committee did not have a legal requirement to record the findings of this risk assessment as less than five people work at the hall. However, the Directors and management committee decided that there were 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

1. To identify the hazards, Village Hall representatives:
 - 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 noting things that might pose a risk
 - spoke to other users of the Hall, and to people who had done jobs at the Hall, to learn from their experience and to get their views on health and safety.
2. We then recorded who could be harmed by the hazards and how
3. We recorded what controls were in place to manage these risks and then compared these to the guidance on HSE's website
4. We put the findings of the risk assessment into practice, writing down who was responsible for doing what, and by when. It was decided to tick off each action when it was completed, and to record the date when it was done
5. The Directors and the Management Committee discussed the findings. The committee decided to put in place all the additional risk controls the secretary had suggested. They also decided that the risk assessment would be shown to all workers doing jobs at the Hall, and published on the web site www.berrowvillagehall-somerset.co.uk to be available to all users of the Hall, and that it would be discussed with the representatives of all groups using the Hall for the first time. 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.

The risk assessment which follows has been customised to Berrow Village Hall but it should be reviewed by the management committee to verify the information / make corrections / amendments as needed.

BERROW VILLAGE HALL RISK ASSESSMENT January 2020

What are the hazards?	Who might be harmed and how?	What are we already doing?	What further action is necessary?	Action by whom?	Action by when?	Done
Slips, trips and falls Caused by uneven surfaces or slippery floors	Users of the Hall, contractors, passers- by in car park. Potential injuries include fractures and bruising	Car park surface tarmac surfaced and maintained to be as non-slip as possible. Parking space for visitor with disabilities available next to hall entrance. Good lighting in car park and all rooms and corridors in 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 corridors. No trailing electrical leads/cables	Regular inspection / monitoring	Hall Manager	Inspect Monthly and record	Monthly (some weekly checks) see Inspection Files
Work at height Eg changing light bulbs, cleaning windows, putting up decorations etc.	Contractors, users of the Hall installing decorations, drama groups rigging scenery and lighting. Falling off ladders and other means of access	Appropriate, commercial stepladder securely stored and available for use by authorised people. Record safety checks. Hall users know (through hire agreement) that they are responsible for using equipment safely. Hirers informed via HS Policy that instruction / assistance is to be sought from the Hall Manager before using the Zarges ladder (Larger type). Hall Manager knows how to use the Zarges ladder safely but smaller step ladder is available for use.	Print off safe usage information (Manual Handling) and post in main store room. Hall Manager's contact details provided.	Hall Manager	January 2020	January 2020
			Check condition of Stepladders regularly	Hall Manager	Weekly	See Inspection File
			Ensure contractors provide a risk assessment / safety plan for any work at height	Management Committee / Treasurer	As needed	Ongoing

What are the hazards?	Who might be harmed and how?	What are we already doing?	What further action is necessary?	Action by whom?	Action by when?	Done
Falling Objects E.g. Tools and equipment being used by contractors or hall users when decorating etc, stage lighting and scenery, glassware and items stored on high shelves	Contractors, users of the Hall installing decorations, drama groups rigging scenery and lighting. Falling glassware when accessing accident book / first aid	Policy in place to remind people that any work at height must only be by competent individuals	Review Health & Safety Policy	Hall Manager / Management Committee / Treasurer	Annually	January 2020
Poor storage / misuse of tables and chairs	Users of Hall who are setting up or dismantling an event might suffer injuries	Advice and instructions given to hall users and displayed in the main store room	Inspection / check storage after events or when guided by Bookings Clerk	Hall Manager	As needed	Ongoing
Hazardous substances E.g. cleaning products and paints	Cleaner / Hall users, may suffer skin irritation, respiratory problems or poisoning due to contact, inhalation or ingestion	Children are required to be supervised. Cleaning products and coatings etc. are safely stored – not made available for general use. Safer cleaning products are sourced as far as possible	Create a COSHH file for cleaning / other products and keep in Hall Manager's office	Hall Manager	January 2020	October 2019
Manual handling	Users may suffer back injury when moving heavy items, e.g. tables and chairs	Advice is given in hirers' information. Chair trolleys and staging dollies are used to store and move heavy furniture. Hall Manager ensures safe and tidy storage	Provide users with up to date advice. Fix a Manual Handling Procedure sign in main store room	Bookings Clerk / Hall Manager	January 2020	January 2020

What are the hazards?	Who might be harmed and how?	What are we already doing?	What further action is necessary?	Action by whom?	Action by when?	Done
Electricity	All users of the Hall risk shocks and burns if equipment or installation were faulty. Contractors carrying out electrical maintenance works	Fixed wiring periodically inspected, tested and certificated. Portable equipment tested annually. Users made aware they are responsible for their equipment on site and advised of need to check it. Users informed that any portable electrical equipment stored or used in the hall must have current PAT certification.	Fixed Electrical and Village Hall Portable Equipment tested regularly (e.g. 3-5 years and 1-3 years respectively) Highlight responsibility to users	Hall Manager	As needed	Ongoing
				Bookings Clerk	As needed	Ongoing
			Ensure that electrical circuit diagrams form part of the Village Hall Safety File so that relevant information is available to contractors	Hall Manager to maintain Site file	2016	Maintained since October 2015
Fire	All users of the Hall who might be trapped and suffer burns and smoke inhalation	Fire extinguishers / smoke detection / emergency signage etc. all in place	Fire risk assessment and Fire Action policy / documentation needs to be reviewed / updated	Hall Manager / Management Committee	January 2020	January 2020
Vehicles in the Car Park	Pedestrians in the car park could suffer serious injury if struck by cars entering/leaving car park or moving in it. Note that car park is also used by football / sports groups	Car park lit Cones used by Hall Manager during conflict of use Advice given to Hirers via Booking and Terms & Conditions	During large events, consider whether parking marshalls wearing high visibility vests should be used. Monitor / liaise with sports organisers if needed	Management Committee / Hall Manager / Directors to monitor / liaise	As needed	Ongoing

What are the hazards?	Who might be harmed and how?	What are we already doing?	What further action is necessary?	Action by whom?	Action by when?	Done
Asbestos	Contractors disturbing the fabric of the building during maintenance works. Asbestos only poses a risk if fibres are released into air and inhaled.	All interior asbestos was safely removed during the major re-build / refurbishment works. Some exterior materials still present where cladding was not disturbed	Ensure that information on the location of any remaining asbestos is in the Village Hall Safety File and available to contractors. Monitor visual condition annually	Management Committee / Directors to arrange. Hall Manager to maintain file and carry out visual inspection.	January 2020	Ongoing