

Stocklinch Village Hall Risk Assessment

Summary

The Village Hall Committee (VHC) decided to carry out a full risk assessment of the village hall to manage any risks to those who used the hall and those that were involved in its maintenance and upkeep.

The committee does not have any legal requirement to record the findings of this risk assessment as no people work at the hall.

Much of the repair and maintenance work at the Village Hall is carried out by Village volunteers or by self-employed workers, who have responsibility for their own health and safety, as well as for other issues like the hours they work and their financial and tax arrangements. Cleaning of the hall is carried out monthly by village volunteers & cleaning materials are supplied by these volunteers.

Despite there being no legal requirement, the VHC decided that they would carry-out and record the findings of the risk assessment. Any findings would be brought to the attention of those holding an event in the hall.

The deputy chairman of the VHC carried out did the risk assessment.

How was the risk assessment done?

The deputy chairman first reviewed guidance on the HSE website including:

- The health and safety toolbox: How to control risks at work (www.hse.gov.uk/toolbox/index.htm)
- Checklist for managers of a village or community hall (see www.hse.gov.uk/voluntary/)

He then identified the hazards in the village hall. He did this by:

- Walking around the hall, and other areas with another committee member, noting things that might cause harm

He identified any hazards, considered who may be harmed by them and how accidents might happen.

He noted what the VHC were already doing to control risks and considered whether he needed to do anything more. He recorded any further actions required.

Putting the risk assessment into practice the deputy chairman set out what any actions needed to be taken, who would do them and by when.

The deputy chairman discussed his findings with the VHC who determined to carry out the additional risk controls suggested, and a copy of the SVH RA was put up in the lobby and the kitchen.

It was agreed the risk assessment should be on display to anyone doing jobs at the hall and discussed by representatives of groups using the hall for the first time. The committee decided it would only be required to review the risk assessment whenever there were any significant changes, or alterations to the hall or its use,

Risk Assessment - Stocklinch Village Hall

What are the hazards?	Who may be harmed & How?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	When	Done
Slips and trips	Hall users may be injured if they trip over objects or slip on wet floors spillages	Door mat at entrance Cable covers for all electrical leads People clear-up spillages immediately	Door mat at entrance Check that hall cleaner knows which products to use	Secretary	Periodically	9/6/14 then every four months
Working at height Changing light bulbs. Cleaning Windows Putting-up decorations	Falls from any height can cause bruising and fractures	Suitable ladders available. Always two volunteers to work together. Volunteers know they are responsible for ladder safety	Ladder checked regularly	Secretary	Periodically	10/6/14 then annually
Hazardous substances Cleaning products may cause burning or breathing problems	Cleaners risk skin irritation, eye damage or breathing problems	Volunteers use own cleaning materials and cleaning products & know they are responsible for following guidelines written on cleaning products	No further actions required except to remind volunteer cleaners that they are responsible for following guidelines	Secretary	Periodically	10/6/14 Then if volunteers change
Electrical equipment	Hall users could get shocks or burns from faulty electrical equipment Electrical faults could lead to fires	Hall users know they are responsible for any equipment used in the VH. Portable Appliances Testing	No further actions required except to remind users of their responsibility. PAT (test) all portable & electrical equipment any unsafe equipment removed from VH	Secretary Deputy Chairman	Periodically	12/6/14 August 2014
Fire Faulty electric	If trapped users could suffer smoke inhalation and possible fatal injuries	Fire assessment exists and all necessary actions taken	See separate Fire Assessment	Deputy Chairman	On-going	May 2014