

# **HALBERTON VILLAGE HALL RISK ASSESSMENT** – 2<sup>ND</sup> August 2022



*This risk assessment follows the advice given by the HSE for small organisations.*

*The Trustees decided to do a risk assessment of Halberton Village Hall to control the risks to people who used the hall and were involved in its maintenance and upkeep.*

## **To identify the hazards the Trustees decided to:**

- *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; and*
- *Spoke to other users of the Hall to learn from their experience and to get their views on health and safety.*

***The Trustees discussed the findings. They decided to put in place the risk controls identified. The risk assessment would be published on our web site [www.halbertonvillagehall.org](http://www.halbertonvillagehall.org) to be available to all users of the Hall. The Trustees decided to review the risk assessment regularly, or immediately if any changes occurred to the Hall or how the Hall was used.***

<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are we already doing?</b>	<b>What further action is necessary?</b>	<b>Action by whom?</b>	<b>Action by when?</b>	<b>Done</b>
<b>Slips, trips and falls</b> - Caused by uneven surfaces or slippery floors.	Users of the Hall. Contractors. Passers by. Users of the car park. Potential injuries include fractures and bruising.	<b>(a)</b> Car park tarmac surfaced and maintained to be as non-slip as possible. <b>(b)</b> Car park boundaries to be fenced. <b>(c)</b> Parking spaces for visitors with disabilities available next to hall entrances. <b>(d)</b> Good lighting in car park and all rooms and corridors in hall. <b>(e)</b> Mats at entrances to stop rain water being carried in. <b>(f)</b> No storage in corridors. <b>(g)</b> No trailing electrical leads/cables. <b>(h)</b> No entry chain across the walk bridge leading to the loft	Regular inspection / Monitoring.  Similar chain at corner of the Jubilee Room	Hallmark Sub-Committee	Inspect every three months.	(a)(b)(c)(d) (e)(f)(g) (h) All done.
<b>Work at height</b> - eg changing light bulbs, cleaning windows, putting up decorations etc.	Authorised users of the Hall installing decorations, drama groups rigging scenery and lighting.  Falling off ladders and injuring themselves.	<b>(a)</b> Appropriate stepladder securely stored and available for use by trustees or authorised people. <b>(b)</b> Authorised people know how to use stepladder safely.	Check condition of stepladders regularly.		Inspect after use.  Chairperson / Secretary.	As needed.
<b>Fall down slopes</b> – Steep, slippery grassy slopes.	Users of the hall falling from steep slopes and injuring themselves.	High fencing around the perimeter of the car park and adjoining field.	Regular inspection of fencing.			

<b>Falling Objects -</b> Crockery and glassware in high cupboards.	Users of the hall hiring the kitchen facilities might be harmed by falling crockery / glassware.	Crockery is stored at ground level.  Glassware is accessible at low levels.	Accident log is readily accessible to Trustees and all users of the Hall.	Chairperson.	After specific hires.	As needed.
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Poor storage / misuse of tables and chairs	Users of Hall who are setting up or dismantling an event might suffer injuries if not returning the stored items correctly.	Storage trollies are available for use. Signage displayed indicating that equipment must be returned and anchored correctly.				,
Stage overcrowded.	<b>(a)</b> Children playing. <b>(b)</b> Adults on the stage. Children and adults potentially falling off the stage and injuring themselves.	<b>(a)</b> Hirers to supervise children in line with the terms and conditions document. <b>(b)</b> Handrail fixed to the wall adjacent to the steps alongside the stage	When the number of stage blocks is increased, the blocks need to be bolted.	Chairperson.	As required.	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.	Cleaning products and coatings etc. are safely stored – not made available for general use.  Safer cleaning products are sourced as far as possible.				
Manual handling	Users may suffer back injury when moving heavy items, e.g. tables and chairs	Only purchase lightweight items.				
Electricity	All users of the Hall risk shocks and burns if equipment or installations were faulty.	<b>(a)</b> Fixed wiring periodically inspected tested and certificated.  <b>(b)</b> Portable equipment tested annually.	Electrical checks are done as required.	Chairperson	Annual inspections / checks.	Annually.

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
Fire	All users of the Hall who might be trapped and suffer burns and smoke inhalation.	Fire extinguishers / Alarms / smoke detection annually checked and certified.  Emergency signage etc all in place.	<b>(a)</b> Identified on plans displayed in specific location in the hall. <b>(b)</b> A rolling programme for the regular testing of the alarms.	Hallmark Sub-Committee.  Trustees.		Ongoing.
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.	<b>(a)</b> Car park lit.  <b>(b)</b> Car parking spaces are clearly marked and cars parked at owners risk.				
Asbestos	Contractors disturbing the fabric of the building during maintenance work. Asbestos only poses a risk if fibres are released into air and inhaled.	All interior / exterior asbestos was safely removed during the major re-build / refurbishment works.				