

Shimpling Village Hall Risk Assessment

A risk assessment has been completed for the Village Hall to identify and control the risks to people who use the Hall and are involved in its maintenance and upkeep.

The Management Committee does not have a legal requirement to record the findings of this risk assessment as fewer than five people work at the Hall. The cleaner is the only person paid to work within the hall.

Much of the repair and maintenance work at the Hall is done by self-employed contractors, or approved companies (e.g. Specialist Fire Equipment and systems company) 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.

However, the Management Committee decided that there are sound legal and business reasons to record the findings of the risk assessment, and to take steps to make sure that they are brought to the attention of those working or holding an event in the Hall.

The Secretary of the Management Committee did the risk assessment following the HSE guidance to risk assessment

www.hse.gov.uk/pubns/indg163.pdf

These are:

- identify what could cause injury or illness in your business (hazards)
- decide how likely it is that someone could be harmed and how seriously (the risk)
- take action to eliminate the hazard, or if this isn't possible, control the risk

1. Identify the hazards.

- the secretary looked at HSE's web pages for free health and safety advice and guidance for charities and small businesses.
- walked around the Hall and car park making a note of things that might pose a risk; and
- 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. The secretary noted who could be harmed by the hazards and how.

3. The controls that are in place to manage these risks were noted and then compared to the guidance on HSE's website.

4. The findings of the risk assessment were recorded in the risk assessment template, the person responsible recorded and when the action needed to be completed.

5. The findings were discussed with the Management Committee, and it was agreed that the additional risk controls the secretary had suggested should be put in place.

6. The risk assessment would be made available to all workers doing jobs at the Hall and published on the village web site with the other village hall policies and procedures.

7. The Management Committee decided to review the risk assessment 3 years, or immediately if any changes occurred to the Hall or how the Hall was used.

Next review date 23 May 2025

Risk assessment template

Name: Shimpling Village Hall

Assessment carried out by: Carol Squire

Date of next review: 23rd May 2025

Date latest assessment was carried out: 25th May 2023

The hall is a low-risk venue and users are encouraged to use common sense and report any problems to the committee.

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Slips Trips and Falls	Users and contractors	- Hall is well lit. There is lighting in all areas. - The hall is kept clear of furniture (stored in alcove, lobby and storeroom) - The hall floor is regularly cleaned to remove potential slip hazards. - Users are asked to clear up spills immediately. Mop & bucket available as it kitchen towel. - Pedestrian entrance is lit. - Road entrance is lit. - Car park is partially lit & users recommended to bring torches.	Monitor the lighting, paths and car park areas and report any disrepair to the Parish Council Users to be informed when booking the hall – list on the terms and conditions	Health & Safety Lead and all committee members Bookings secretary to update the hall hire terms and conditions	Ongoing Jan 2025 Committee meeting	

		The car park is gravel and path is concrete slabs.				
Working at height – potential for fall	Hirers, Committee members and contractors – potential for falls	- Windows are cleaned by the cleaner - Ladders and step ladders are available and in good working condition 2 people must be present when anyone uses a step ladder in the hall - Hirers are not permitted to use the step ladders	Check terms of hire are still adequate and amend as needed to include reference to unauthorised use of step ladders and climbing on furniture	Bookings Secretary	Jan 2025 committee meeting	
Poor storage of tables and chairs and other items in storeroom e.g. Pantomime props, boxes of plastic cups	Hirers, Committee members and contractors Potential for injury while moving or stacking furniture	- Stacking Chairs should be in stacks of a maximum of 6 chairs - Chairs should always be moved using the chair trolley - Folding Tables should be stacked in accordance with the instructions – tops facing each other - Stacking tables should be stacked in accordance with instructions – wide legs to the rear and no more than 6 high - Only committee members or authorised personnel (e.g. Pantomime Director) in the presence of	- Check the instructions are still available and clearly visible within the storage areas - Routinely check the folding tables have leg securing clips and if missing replace them (where possible and available)	H&S lead	6 monthly check – March and September	

		committee member to move items in the storeroom Hirers to request items in advance of the hire date and committee member responsible for the booking to make sure items are accessible – removed from storage and put in the hall or kitchen.	Booking secretary to make sure a note is made of any items to be removed from storage when taking the booking	Bookings Secretary	As needed	
Hazardous substances e.g. cleaning products and paints	Cleaner and users could be harmed by chemicals	- Chemicals are kept in a locked metal cabinet in the storeroom - Cleaner is provided with suitable equipment and PPI for the tasks - Chemicals are relatively mild - Dishwashing chemicals are stored under the sink in the kitchen and are household brands	- Routinely check that the chemicals are in the correct storage areas - Ensure the cleaner is aware of the hazards of using the various products and knows where the first aid kit is in case of injury.	H&S lead	Ongoing and 6 monthly	
Electricity	Hall users could suffer shocks	- All plug sockets have covers to prevent children inserting fingers into sockets - Electrical equipment is PAT tested annually and if any item fails it is removed and replaced.	- Routine checks to ensure the electrical equipment is being correctly managed. - Annual PAT testing certificate displayed in lobby	H&S lead	Ongoing and 6 monthly PAT testing annually	

		• All sockets and electrical equipment is turned off and unplugged where appropriate when the hall is not in use. • Hirers are not permitted to bring electrical equipment into the hall without permission	• Hirers terms and conditions include the requirement to check all sockets are off and electrical items unplugged before locking up			
Heat	Users may be burned or scalded in the kitchen or by heaters	• Hot water boilers over sinks are thermostatically control and set to a safe temperature. • Water temperature warning notices are by the water heaters • Users are reminded in the terms of hire to observe safe kitchen working practices, especially when using the cooker kettles microwave Burco Boiler and hot water boilers • Hall heaters below 1 meter above ground are thermostatically controlled. High wall heaters are guarded and controlled by pull cords, the heaters being above 2 meters above ground.	• Routine checks that thermostats have not been altered and notices are in place.	H&S Lead	ongoing	

Infestation	Wasp nest / ants / flies	- Hall is regularly cleaned to reduce potential for any infestation, and the cleaner has sprays to deal with any early signs. - Terms of hire detail the hirers responsibility to clean up after use removing any rubbish to the bins outside the hall	Cleaner can be asked to increase regularity of cleaning if required to deal with any issues	Committee & Users	ongoing	
Theft	Loss of items and damage to the hall and contents	- Terms and conditions of hall hire include responsibility to ensure the hall and its contents are safeguarded and checked for any damage before leaving the premises. Any breakages or losses must be reported to the bookings secretary. - All users are responsible for ensuring all doors windows etc are closed and locked before leaving the building.	Hall and contents checked by the hirer after each private hire to ascertain if there has been any losses or damage	Bookings Secretary	As and when the hall is hired	

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/