

Risk assessment

Great Broughton Village Hall

Date of next review: 01/04/2025

The committee decided to do a risk assessment of their village hall to control the risks to people who used the hall and were involved in its maintenance and upkeep.

The committee did not have a legal requirement to record the findings of this risk assessment as less than five people work at the hall. Much of the repair and maintenance work at the hall was done 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.

However, the 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.

The Chairman and Treasurer of the committee did the risk assessment.

Assessment carried out by: Maria Allen, Liz Pattinson

Date assessment was carried out: 01/04/2024

The Treasurer followed the guidance in Five steps to risk assessment (www.hse.gov.uk/pubns/indg163.pdf).

1 To identify the hazards, the Treasurer: looked at HSE's web pages for free health and safety advice and guidance for small businesses; walked around the hall and other areas with another member of the management committee, and a regular user of the hall, noting 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 Treasurer then wrote down who could be harmed by the hazards and how.

3 They wrote down what controls were in place to manage these risks and then compared these to the guidance on HSE's website.

4 They put the findings of the risk assessment into practice, writing down who was responsible for doing what, and by when. They decided to tick off each action when it was completed, and to record the date when it was done.

5 The Treasurer discussed the findings with the committee. The committee decided to put in place all the additional risk controls the Treasurer had suggested. They also decided that the risk assessment would be shown to all workers doing jobs at the hall, and given 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. A copy was also put up in the kitchen area. The committee decided to review the risk assessment every year, or immediately if any changes occurred to the hall or how the hall was used

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 Eg uneven surfaces, cleaning floors etc.	Users of the hall may suffer injuries such as fractures or bruising if they slip, eg on spillages or trip over objects.	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.	Surface to be inspected regularly and repaired as necessary.	Chairman/ Treasurer	Inspect Monthly	01/04/2024
			Check that hall cleaner knows which products to use on which type of floor etc.	Chairman/ Treasurer	Monthly	01/04/2024
Work at height Eg changing light bulbs, cleaning windows, putting up decorations etc.	Anyone working at any height could suffer injuries, possibly very serious ones, should they fall.	Appropriate, commercial stepladder securely stored and available for use. Hall users know (through hire agreement) that they are responsible for using the stepladder safely. Hall committee members and cleaner know how to use the stepladder safely.	Print copies of HSE guidance on safe use of stepladders and make available to those who may use stepladder.	Treasurer		Ongoing
			Put in place system for checking condition of stepladder.	Treasurer		Ongoing
			Consider implications for work at height of any future alterations to the hall	Treasurer	As needed	Ongoing

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Hazardous Substances Eg Cleaning Products	The cleaner, and others cleaning, risk skin problems, eg dermatitis and eye damage, from direct contact with cleaning chemicals. Vapour may cause breathing problems.	Mops, brushes and strong rubber gloves provided. Cleaning products marked "irritant" replaced with milder alternatives. Cleaner trained to use products safely, eg follow instructions on the label, dilute properly and never transfer to an unmarked container. Cleaning products stored securely.	Cleaner reminded to check for dry, red or itchy skin on hands and, if finding any, to go to doctors for advice and to tell the Treasurer to the committee.	Treasurer		Ongoing
Electricity	Users risk electric shocks or burns from faulty equipment or installation.	Fixed installation correctly installed by qualified electrician, and inspected regularly. All repairs by qualified electrician. Safety plugs in sockets. Portable equipment checked for visual signs of damage before use. Hall users know they are responsible for any equipment used on site.	Make sure hall users know where the fuse box is and how to switch supply off in an emergency.	Treasurer		Ongoing
			Remind users that portable equipment considered unsafe should be marked and taken out of use.	Treasurer		Ongoing
Stage	Children playing on and around the stage and on stage stairs	Stairs to the stage are fixed with signs for no entry and chain to stop children climbing	Remind users to keep children off the stage and anyone that does not need to be on it	Treasurer		Ongoing

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Stored equipment	Users could be injured by collapsing stacks.	Users know that they must stack tables and chairs carefully so that they do not collapse. Trolleys available to move heavy equipment and users know where they are kept	No further action needed			
Manual handling	Users may suffer back pain if they try to lift objects that are too heavy or awkward	Trolleys available to move heavy equipment and users know where they are kept.	No further action needed.			
Fire	If trapped, staff could suffer fatal injuries from smoke inhalation/burns	Fire risk assessment done, see our Fire risk assessment.	Ensure the actions identified as necessary by the fire risk assessment are done.	Chair		Ongoing
Asbestos	Staff, and others, carrying out normal activities at very low risk. Asbestos only poses a risk if fibres are released into the air and inhaled. Maintenance workers are most at risk.	No risk controls at present.	Find out if hall contains any asbestos (eg in ceiling tiles, wall panels). If so, and if asbestos is in good condition, record where it is and put up signs warning that it is asbestos and is not to be disturbed (and then make regular checks to ensure it remains undisturbed and the signs maintained). Damaged asbestos to be removed by specialist contractors.	Treasurer	No action needed	

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			If hall is ever demolished/refurbished, asbestos should first be removed by specialist contractors.			

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/ Published by the Health and Safety Executive 09/20