

Wedmore Village Hall Risk Assessment

Setting the scene

The Management Committee decided to do a risk assessment of Wedmore Village Hall to 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. Much of the repair and maintenance work at the Hall is done by self-employed contractors, 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 Treasurer of the Management Committee did the risk assessment.

How was the risk assessment done?

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, car park and other areas with another member of the Management Committee 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. He wrote down what controls were in place to manage these risks and then compared these to the guidance on HSE's website.
4. He 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 Treasurer discussed the findings with the Management Committee. 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.wedmorehall.org.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.

Version	1.8
Assessment completed	14 June 2018
Next review date	14 June 2019

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 has been resurfaced with tarmac to eliminate trip hazards. Parking space for users with disabilities closest to Hall. Entire wooden Hall floor was recently replaced. Users advised to clear up spillages immediately. Both Small Hall and stage carpets were replaced and are now safe.	None.			
Fall on stage steps Caused by steps not being secured correctly to the stage.	Users of the Hall injured if the steps are not secure and fall off the front of the stage.	A hasp and staple has been fitted to the steps, padlocked at all times when the steps are in position on the stage.	Ongoing inspections to ensure lock is in place.		Ongoing	
Working at height	Contractors, users of the Hall installing decorations, drama groups rigging scenery and lighting. Falling off ladders and other means of access.	Contractors instructed to follow safe working practices and provide Risk Assessments and Method Statements. This also applies to major groups using the Hall, e.g. for Theatre and Opera performances, and the Ale Festival. Advice given in our H&S policy document.	None.			
Falling objects, e.g. stage lighting and scenery	Users of the Hall and performers hit by falling heaving objects causing impact wounds or death.	Visual inspections Scaffolding superstructure for stage lighting has been reviewed and modified by TC Scaffolding.	None.			
Poor storage of tables and chairs	Users of Hall who are setting up or dismantling an event might suffer strains and crush injuries.	Specially designed trolleys installed under the stage. Track system has been reviewed and repaired. Castor system on left hand trolley has been completely redesigned and replaced. Centre trolley needs same modification.	Centre trolley castors have been replaced with redesigned system.	Treasurer	Completed	Yes

Hazardous substances e.g. cleaning products and paints	Hall users, especially young people, may suffer skin irritation or poisoning.	Cleaning products stored in dedicated locked cupboard. Paints (for decorating Hall and theatrical set construction) stored in locked outside cupboard or off-site.	Cleaner to provide formal Risk Assessments and Method Statements.	Treasurer		
Manual handling	Users may suffer back injury when moving heavy items, e.g. tables and chairs	Trolleys made available to move heavy items.	None			
Electricity	All users of the Hall risk shocks and burns if equipment or installation were faulty.	Fixed wiring periodically inspected, tested and certificated (most recently in 2016). Portable equipment tested annually. Users made aware they are responsible for their equipment on site and advised of need to check it (particularly applies to stage lighting and equipment). Users advised where main distribution board and switches are.	Repeat electrical testing when due. Circuits re-tested when modifications made.	Treasurer	Fixed wire testing December 2021 PAT testing March 2019	
CO poisoning Emissions from faulty gas appliances.	Uses of the Hall, especially those involved in overnight events and sleeping in the Hall e.g. Guide sleepovers.	Gas appliances are serviced annually and inspection certificate displayed. CO monitors have been installed next to each gas appliance – main boiler, hot water boiler in ladies' toilet, hot water boiler and cooker in kitchen.	Repeat gas testing every 12 months.	Treasurer	Gas testing January 2019	
Fire	All users of the Hall who might be trapped and suffer burns and smoke inhalation.	Fire risk assessment done. Fire alarm fitted.	Ensure actions identified are done.	Treasurer	Ongoing	