

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	1.4
Assessment completed	20 June 2014
Next review date	20 June 2015

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 has recently replaced. Users advised to clear up spillages immediately.	Small Hall floor to be replaced and new carpet laid.	Chair	Dec 2011	Yes
			Stage carpet to be replaced.	Chair	Dec 2013	Yes
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. Advice given in H&S policy document	Instructions and obligations to be added to booking conditions.	Booking secretary		Yes
Falling objects , e.g. stage lighting and scenery	Users of the Hall and performers hit by falling heavy objects causing impact wounds or death.	Visual inspections	Users instructed on booking agreement to use safety chains. Scaffolding superstructure to be formally tested and certified.	Booking secretary Treasurer	Nov 2013	Yes
Poor storage of tables and chairs	Users of Hall who are setting up or dismantling an event might suffer crush injuries.	Specially designed trolleys installed under the stage.	Trolleys liable to derailment. Inspect regularly and potentially redesign.	Chair		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.	No further action necessary. Visit by Environmental Health April 2014 confirmed all OK			Yes
Manual handling	Users may suffer back injury when moving heavy items, e.g. tables and chairs	Trolleys made available to move heavy items.	User to be advised via booking conditions to use appropriate techniques	Booking secretary		
Electricity	All users of the Hall risk shocks and burns if equipment or installation were faulty.	Fixed wiring periodically inspected, tested and certificated. Portable equipment tested annually. Users made aware they are responsible for their equipment on site and advised of need to check it. Users advised where main distribution board and switches are.	Repeat electrical testing when due. Circuits re-tested when modifications made.	Treasurer	Fixed wire testing done May 2011 PAT testing done June 2014	Yes
Fire	All users of the Hall who might be trapped and suffer burns and smoke inhalation.	Fire risk assessment done.	Ensure actions identified are done.	Chair	Ongoing	Yes