

Spencers Wood Village Hall Risk Assessments

The village hall is a perfectly safe place when used properly, and with common sense. In many instances its use exposes the users to risks no greater than those found in any domestic environment. Listed below are some of the additional risks that are seen to exist, their mitigation, and items that users need to be aware of to avoid risks.

The ratings adopted for defining both frequency and severity are:

	Frequency	Severity
1	Improbable	Trivial Injuries
2	Possible	Minor Injuries
3	Occasional	Major – one person
4	Frequent	Major – many persons
5	Regular	Death of one person
6	Common	Multiple deaths

GENERAL RISK ASSESSMENT

	Hazard	Frequency	Severity	Risk without mitigation	Mitigation/Further action	Items that users need to be aware of to avoid risk.
1	Communication of Risks & Hazards				<p>The Booking Secretary will advise all users at the time of booking of the hazards and the items that users need to be aware of to avoid risk.</p> <p>Propose that a diary is provided for users to enter more minor concerns. The caretaker is to monitor the content of the diary regularly, and liaise with the Booking Secretary over any actions required.</p> <p>Health & Safety notices are placed on the notice board to the right of the main door.</p>	<p>Users are required to notify the Booking Secretary of any serious incidents or dangerous circumstances/accidents at the time of their using the hall.</p> <p>For more minor matters, users are requested to record the matter in the diary provided, located in the main hall near the entrance door.</p>
2	Accidents - reporting				<p>Accident Forms are provided in the first aid box in the kitchen.</p> <p>The entries will be monitored, to identify any avoidable trends.</p>	<p>Users are requested to enter any accidents/injuries in the Accident Book, and to notify the Booking Secretary in person of any serious incidents.</p>
3	Floors generally	3	2	5	<p>Floors can be slippery when wet.</p> <p>Door mats are provided in the porch and at the main hall doorway.</p> <p>The caretaker displays a warning sign when the floors are washed.</p>	<p>Users should wipe their feet to avoid taking wet or dirt into the hall.</p> <p>Users are requested to take extra care if the caretaker has put out the WET FLOOR notice.</p>

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	Porch					
4	This is the main means of escape. It must not be blocked	2	6	8	<p>No items are to be stored in the porch, other than in the designated area. The designated area is identified by a white line on the floor.</p> <p>New fire exit push bars fitted 2006.</p>	<p>Users should not use the main thoroughfare of the porch for other than ingress/egress.</p> <p>Pushchairs and the like are to be parked within the designated area, on a temporary basis.</p> <p>Umbrellas should be stored away from the main thoroughfare</p>
	Main Hall					
5	Door mat –trip hazard	4	2	6	This can resent a trip hazard if not kept flat. A large heavy mat has been provided, to minimise the likelihood of it becoming disturbed.	Users are to ensure that the door mat is kept flat, and be particularly careful when entering or leaving the hall.
6	Stage risk of falling	4	4	8	<p>The unguarded front edge presents an unavoidable hazard of falling off. A white line has been painted to help identify its position in dim light.</p> <p>Extreme care is to be taken when using the stage. Do not jump off the stage edge</p> <p>Turn the stage lights on before ascending the stairs, and turn them off only after descending the stairs.</p> <p>Worn carpet on the stair treads is a tripping hazard. Replaced January 2007.</p>	<p>Users are to be extremely careful when using the stage. No children under 16 are to be allowed on the stage without full adult supervision.</p> <p>Do not jump off the stage edge</p> <p>Turn the stage lights on before ascending the stairs, and turn them off only after descending the stairs.</p>

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7	Tables – manual handling	5	2	6	The tables are stored in bespoke containers beneath the stage. These containers are on castors but are still heavy to manoeuvre. A minimum of 2 people are required to move them. Similarly a minimum of 2 people are required to lift tables in and out. To reduce the risk of injury the number of tables in each container was reduced in 2006. A notice has been put on the containers to warn users of the dangers.	Users are free to use the tables and chairs, but should be aware that they are heavy to access and use, and should not undertake this single-handed. Tables and chairs must be carried across the hall to avoid damaging the hall flooring.
8	Chairs – manual handling	5	1	6	Chairs are generally stored on the stage. They should not be stacked more than 6 high, and should only be carried singly.	Users are free to use the stacking chairs, generally stored on the stage, but should carry them carefully, one at a time Care should be taken to avoid damaging the stage curtains when moving the chairs.
9	Windows	2	2	4	The glass in the secondary glazing is easily broken if abused. No ball games are permitted in the main hall, and the badminton clubs are advised to close the curtains.	No ball games are permitted in the main hall, and the badminton clubs are advised to close the curtains.
	Wellington Room					
10	Windows	2	2	4	The glass in the windows is easily broken if abused. No ball games are permitted.	No ball games are permitted in the Wellington Room
11	Kitchen - generally	4	3	7	Consider placing signs advising that “Children are not to be allowed to enter the kitchen unsupervised”.	Users are not to allow children into the kitchen without supervision. Users are to report any defects to the caretaker via the diary.

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12	Fridge - hygiene	4	2	6	This is to be cleaned regularly. The caretaker is to dispose of any food found in the fridge	Users should not turn off the power supply and are to leave the fridge empty, with its door closed
13	Cutlery – risk of hygiene/injury	4	1	5	A supply is provided in the drawer by the sink. Knives can be sharp and should be handled with care.	Users are asked to wash up any cutlery they have used, dry it and replace it in the drawer.
14	Crockery including glasses	4	1	5	A supply is provided in the various cupboards. Do not stack too high, or over load the shelves. Broken or cracked crockery should be carefully wrapped in news paper, and disposed of.	Users are asked to wash up any crockery they have used, dry it and replace it in the cupboards. Users are to carefully wrap broken crockery in newspaper and dispose of it. Please advise the caretaker via the diary.
15	Hygiene	5	2	7	The kitchen is cleaned regularly by the caretaker	Users are asked to clean up after themselves
16	Chemicals / cleaning materials – risk of poisoning	5	2	7	Chemicals are to be stored in the locked caretaker’s cupboard.	Washing up liquid is provided for user’s use. Should they find any other cleaning fluids, users are to avoid touching them, and contact the booking Secretary.
17	Cupboard doors – risk of injury	5	1	6	These are to be kept closed	Do not leave cupboard doors open
18	Waste	4	1	5	A waste bin is provided near the sink. This is emptied daily by the caretaker.	Users are to place any waste in the bin provided.
19	Microwave	3	1	4	This is to be cleaned and PAT annually	Do not leave anything in the microwave. Switch off after use.
20	Kettle	3	1	5	It is unavoidable that a kettle becomes very hot, or contains scolding water. Kettles are to be cleaned and PAT annually. ‘Cordless’ kettles have been provided.	Do not under or over fill. Switch off after use. Do not move the base unit of the cordless kettles.

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21	Tea Urn	4	2	6	It is unavoidable that a tea urn becomes very hot, or contains scolding water. Tea urn to be cleaned regularly and PAT annually Not practical to fix in place. Consider warning signs.	Do not under or over fill. Switch off after use. Do not move.
22	First Aid	3	1	4	Minor accidents / injuries should be expected, and a First Aid box containing basic materials is provided in the kitchen. The caretaker is to check the contents against the published standard list, and notify the Booking Secretary of any shortfalls.	Users are free to use the First Aid box should the need arise. However they should not allow it to be abused and excessive use by any particular group will be monitored. Users should notify the caretaker of any First Aid materials used, via the diary.
Boiler Room						
23	Gas boiler / meter are located within the boiler room	1	1	2	The door is locked and the only keys are kept by the caretaker and a member of the Hall committee. No cleaning materials or paint are to be stored in the boiler room.	The boiler room is always kept locked to avoid unauthorised entry.
24	Toilets					Young children are not to be allowed to play in the toilets Users are asked to report any defects to the caretaker via the diary.
25	Hygiene	5	1	6	The toilets are cleaned daily by the caretaker.	Users are asked to clean up after any 'accidents'. A mop and bucket is located in the kitchen.
26	Floors – risk of slipping	5	1	6	The floor can be slippery. Take care particularly if they become wet. Caretaker puts out wet floor sign when mopping	Users are to take particular care not to allow the floor to become wet.

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					floor.	
27	Chemicals – risk of poisoning	5	2	7	Cleaning fluids and the like are stored away safely in the locked caretaker’s cupboard.	Should they find any cleaning fluids, users are to avoid touching them, and contact the booking Secretary.
28	Maintenance generally	3	3	6	Maintenance is carried out, after consultation with the committee, by either the caretaker or others appointed.	Users should not attempt any maintenance, but should report the defect to the caretaker by making an entry in the diary. Urgent defects should be reported immediately to the Booking Secretary.
29	Step ladders	3	3	6	These can over topple if not used properly. Don’t use without an assistant to help stability. Keep out of sight under the stage.	Users are not to use any of the access equipment stored in the hall.
30	Deleted					
	Loft					
31	The loft area is accessible via step ladders from the rear corridor. Danger from falling	2	3	5	There must be another person present when someone enters the loft.	
	Outside					
32	Car park	1	1	2	This is swept regularly	Users are not to leave any rubbish in the car park, and should not allow children to play there unsupervised.
33	Refuse bin - hygiene	2	1	3	This is emptied 2 weekly by BIFFA	Party users should not dispose of waste here. Users should keep clear of this bin, and not

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						allow children to play near it.
34	Asbestos	1	3	4	<p>As with any building of this age, there is the possibility that asbestos has been used in its construction. An initial survey has been carried out, and possible sources sent for test to ETC Harbron (Thermal Insulation) Ltd.</p> <p>Results show that a trace is thought to exist in the adhesive under the floor tiles in the rear corridor and store rooms.</p> <p>Consideration is to be given to encapsulation in preference to removal. Any future building/maintenance contractors are to be advised of the hazard.</p>	<p>As with any building of this age, there is the possibility that asbestos has been used in its construction.</p> <p>Users should not need to disturb any component of the building, but should report any concerns to the Booking Secretary.</p>
36	Store Rooms off rear passage					
		2	2	3	<p>One room is kept locked, and not available for general use. No unusual risks are known.</p> <p>The other is for the use of user groups, where an excessive amount of storage could over topple and cause injury.</p> <p>Each user group is provided with their own locker.</p>	<p>User groups should keep the locker room tidy, and not allow children to play there.</p>

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FIRE RISK ASSESSMENT						
	Hazard	Frequency	Severity	Risk without Mitigation	Mitigation/Further action	Items that Users need to be aware of to avoid risks.
1	The hall is constructed primarily of wood and also contains other combustible fabrics	1	6	7	<p>No Smoking signs have been installed through out the building and Users informed. Ash tray fixed to wall outside the building.</p> <p>Fire extinguishers/blankets are provided at: Adjacent to front door Adjacent to rear fire exit. On the right hand side of stage. In the kitchen In the main hall adjacent to kitchen hatch.</p>	<p>No smoking is allowed within the hall.</p> <p>Users are not to use any naked flames or open fires anywhere in the hall, or any bottled gas appliances unless specifically agreed by the committee.</p>
2	Evacuation of the building.	2	4	6	<p>In the event of fire the escape routes are through the main entrance / porch and via the rear doors near the toilets. Notices have been put on all notice boards indicating the action to be taken in the event of a fire. Notices were updated October 2006.</p>	Users are advised of the escape routes via the booking form

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					<p>Emergency escape lights show the directions to the escape routes. The lights are tested annually.</p> <p>Smoke / fire alarms are provided in the main hall and the Wellington room. They are tested regularly.</p> <p>Agreed maximum number of users in the Hall is 100 in the main hall and 40 in the Wellington room.</p> <p>The fire assembly point is the car park at the front of the building.</p>	<p>Maximum numbers is included on the booking form</p>
3	Gas heaters – risk of malfunction, fire or injury through burning	3	4	7	<p>The old heaters were replaced with modern units in 2009</p> <p>They are provided with guards to limit the risk of touching or being burnt. The guards are secured to the wall with chains. Nothing is to be placed on or against the guards.</p>	<p>Users are not to remove the guards without prior authorisation. Nothing is to be placed on or against the guards</p> <p>The new heaters have automatic timer controls.</p>
4	Doors – spread of fire	4	4	8	<p>The kitchen doors are fire doors and are fitted with self closing devices. These doors are not to be propped open.</p>	<p>Users are not to prop open any self closing doors.</p>
5	Cooker hazard of gas escape/fire	2	6	8	<p>The gas cookers are to be cleaned regularly by the caretaker. The old gas cookers were replaced in 2009, the new ones have safety devices fitted.</p>	<p>Users should take particular care when using the gas cooker, and ensure that it is properly turned off before leaving the premises. Users are asked to clean up any ‘nasty’ spills.</p>
6	Portable appliances, danger due to faulty cable / electrical connection.	4	5	9	<p>All appliances to be tested annually.</p>	<p>Users are not to interfere with any electrical equipment.</p>

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7	Fire exits	2	6	8	The fire exits via the main doors and the rear doors adjacent to the toilets are to be kept clear at all times both inside and outside. New emergency exit push bars installed 2006.	Users are not to obstruct any exit.
8	Lighting/power Safety of lighting and power sockets throughout the hall.	1	5	6	No additions or modifications should be undertaken other than by an approved electrician, or checked by one. 5 yearly inspections to be undertaken by qualified electrician. Last check carried out July 2006.	Users are not to overload the electrical system, or use extension leads without prior permission. Users are not to interfere with the electrical systems, but should contact the Booking Secretary in the event of any electrical problem.
9	Fire detectors				Smoke / fire detectors have been provided in the main hall and in the Wellington room. They are tested regularly by the caretaker.	Users are not to interfere with the smoke / detectors