

# Chetnole Village Hall Risk Assessment

## Setting the scene

The Management Committee decided to do a risk assessment of Chetnole 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 Chair of the Management Committee did the risk assessment.

## How was the risk assessment done?

The Chair followed the guidance in Five Steps to risk assessment [www.hse.gov.uk/pubns/indg163.pdf](http://www.hse.gov.uk/pubns/indg163.pdf)

1. To identify the hazards, the Chair:
  - looked at HSE's web pages for free health and safety advice and guidance for small businesses;
  - Link to Zurich/ACRE Guide shared with Committee
  - 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 Chair then wrote down who could be harmed by the hazards and how.
3. The Chair wrote down what controls were in place to manage these risks and then compared these to the guidance on HSE's website.
4. The Chair 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 Chair discussed the findings with the Management Committee. The committee decided to put in place all the additional risk controls identified at the Committee meeting of 15/02/2023. They also decided that the risk assessment would be shown to all workers doing jobs at 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.

<b>Version</b>	<b>1.10</b>
<b>Assessment completed</b>	<b>15<sup>th</sup> February, 2023</b>
<b>Next review date</b>	<b>15<sup>th</sup> February, 2024</b>

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
<b>Slips, trips and falls</b> 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. Entire wooden Hall floor was recently replaced. Users advised to clear up spillages immediately. The stage was refinished to remove slight lip on existing extension. The flooring in the Green Room, back corridor and main kitchen was replaced with a non slip flooring. Exterior motion sensor light overlooking the car park to illuminate car park for evening events Non-slip matting placed in front of main doors.	None.			
<b>Fall on stage steps</b> 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.	Consideration was given at the committee meeting to consider a fitment to secure the steps when the steps are in position on each side of the stage.	Attach fitment.	PH	End March 2023	
<b>Working at height</b>	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 music performances. Advice given in our H&S policy document.	None.			
<b>Falling objects, e.g. stage lighting and scenery</b>	Users of the Hall and performers hit by falling heaving objects causing impact wounds or death.	Visual inspections	None.			

<b>Poor storage of bar stock and Jazz Café decor</b>	Users of Hall who are setting up or dismantling an event might suffer strains and crush injuries.	Specially designed trolleys installed under the stage.	None			
<b>Hazardous substances</b> e.g. cleaning products and paints	Hall users, especially young people, may suffer skin irritation or poisoning.	Cleaning products stored in dedicated cupboard.	None			
<b>Manual handling</b>	Users may suffer back injury when moving heavy items, e.g. tables and chairs	The large tables are secured on wheeled trolleys. If the wheeled trolleys are not used tables should on be carried one at a time.	None			
<b>Electricity</b>	All users of the Hall risk shocks and burns if equipment or installation were faulty.	Fixed wiring periodically inspected, tested and certificated. Last test July 2022. 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.			
<b>CO poisoning</b> Emissions from faulty gas appliances.	No gas or oil fueled appliances in the Hall	Not applicable				

<b>Fire</b>	All users of the Hall who might be trapped and suffer burns and smoke inhalation.	Fire risk assessment done. Numbers at events limited based on fire assessment risk. At the beginning of all events run the by the village committee fire exist will be pointed out.			Ongoing	
<b>Loft Storage</b>	Members of the committee accessing the loft as only access by ladder	Additional seating removed from loft and placed in shed and steps taken to remove objects in regular use to reduce need to access loft				

**Checklist Folder in place in kitchen. This is checked regularly by a member of the committee and supports our risk assessment process.**