

Wicklewood Village Hall Risk Assessment

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?
Slips, trips and falls eg uneven surface of car park, cleaning floors, etc.	Users of the hall and car park may suffer injuries such as fractures or bruising if they slip, eg on spillages or trip over objects.	<ul style="list-style-type: none"> Car park surface maintained to be as even so far as is reasonably practicable. Parking spaces for visitors with disabilities available next to hall entrance. Good lighting in car park and all rooms. 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 trailing electrical leads/cables. 	Surface to be inspected regularly and repaired as necessary.	Parish Clerk	Inspect three-monthly
			Check that hall cleaner knows which products to use on which type of floor.	Booking Clerk	
Work at height eg changing light bulbs, decoration, etc.	Anyone working at any height could suffer injuries, possibly very serious, should they fall.	<ul style="list-style-type: none"> Appropriate, commercial stepladder securely stored and not available for use by hall users. Working at height is carried out by authorised persons only. Ensure if lone working that you notify someone of your activities 	Prepare a list of people authorised to use stepladder.	Parish Clerk	
			Print copies of HSE guidance on safe use of stepladders and make available to those who may use stepladder.		
			Put in place system for checking condition of stepladder.		
			Consider implications for work at height of any future alterations to the hall.		
Vehicle movement	Pedestrians could suffer serious injury if struck by cars entering/leaving car park or moving in it.	<ul style="list-style-type: none"> For large events, parking controlled by marshals wearing high-visibility vests. Recycling collection takes place at times when hall not in high use. 	Advise users of hall, through hire agreement, to consider whether they need to control car parking.	Booking Clerk	
Hazardous substances eg cleaning products, heating oil.	The cleaner, and others cleaning, risk skin problems, eg dermatitis, and eye damage, from direct contact with cleaning chemicals. Vapour may cause breathing problems.	<ul style="list-style-type: none"> 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. Heating oil is stored in a bunded tank in accordance with currant oil storage regulations. 	Provide appropriate PPE.	Parish Clerk	
			Advise cleaner on mandatory use of PPE.	Booking Clerk	
			Cleaner reminded to check for dry, red or itchy skin on her hands and if finding any, to go to doctors for advice and to tell the Premises Supervisor.	Booking Clerk	

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	Environmental pollution heating oil spillage. Employees and hall users may suffer Carbon monoxide (CO) poisoning.	<ul style="list-style-type: none"> Carbon monoxide detector in place 	<p>Inspection procedure for oil storage tank.</p> <p>Annual servicing of oil fired boiler by an OFTEC registered technician.</p> <p>Routine inspection/testing procedure for Carbon monoxide detector.</p>	<p>Parish Clerk</p> <p>Parish Clerk</p> <p>Booking Clerk</p>	
Electricity	Users risk electric shocks or burns from faulty equipment or installation.	<ul style="list-style-type: none"> 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 are responsible for any equipment used on site 	<p>Make sure hall users know where the fuse box is and how to switch supply off in an emergency.</p> <p>Remind users that portable equipment considered unsafe should be marked and taken out of use.</p>	Booking Clerk	
Stored equipment	Users could be injured by collapsing stacks.	<ul style="list-style-type: none"> Users know that they must stack tables and chairs carefully so that they do not collapse. Regular inspection of areas. 	Formal arrangement required for regular inspection of areas.	Parish Clerk	
Manual handling	Users may suffer back pain if they try to lift objects that are too heavy or awkward.	<ul style="list-style-type: none"> Trolleys available to move heavy equipment and users know where they are kept. Regular inspection of equipment. 	Formal arrangement required for regular inspection of equipment.	Parish Clerk	
Noise	Bar staff might suffer permanent or temporary hearing damage from long term exposure to loud music.	<ul style="list-style-type: none"> Bar staff to advising DJ/Band to turn volume down if noise is too excessive. Users reminded of noise regulations. 	<p>Make sure hall users are aware of noise risks to staff and members of public.</p> <p>Bar staff given information on noise risk</p> <p>Noise limiter should be installed if bar staff cannot control noise.</p>	Booking Clerk	
Asbestos	Staff, and others, carrying out normal activities at very low risk. Asbestos only poses a risk if fibres are released into air and inhaled. Maintenance workers are most at risk.	<ul style="list-style-type: none"> Asbestos survey type 2 has been carried out and the report is available from Parish Clerk. Asbestos identified as high risk has been removed. 	<p>Copy of asbestos report to be available in Village Hall.</p> <p>Make regular checks to ensure asbestos identified in the asbestos report remains undisturbed and in good condition.</p> <p>Maintenance contractors should read and sign the asbestos report before carrying out any work.</p>	Parish Clerk	

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			If hall is ever demolished or refurbished, asbestos should first be removed by specialist contractors.		
Fire	If trapped could suffer fatal injuries from smoke inhalation/burns	<ul style="list-style-type: none"> Routine inspection/testing of fire alarm and emergency lighting. Routine inspection/testing of fire extinguishers. 	No further action needed. Routine inspection/testing procedure for fire alarm and emergency lighting.	Booking Clerk	
Premises Licence	If you carry out any licensable activities at your premises without a Premises Licence, you can be fined, sent to prison for up to 6 months, or both	<ul style="list-style-type: none"> Display the 'licence summary' at your premises where it can be easily seen. The other pages of the licence should be kept safely at the premises. Police or council officers can ask to inspect them at any time. Licence requirements are notified to every hall hirer in writing as part of the hire booking form 	Pay an annual fee. Routine inspection.	Parish Clerk Booking Clerk	
Personal Licence	Selling alcohol without a Personal Licence, you can be fined, sent to prison for up to 6 months, or both	<ul style="list-style-type: none"> Every sale or supply of alcohol is authorised by a Personal Licence holder. 	Appoint Personal Licence holder. Routine / annual inspection	Parish Clerk Booking Clerk	

Assessment approved: 3rd September 2023 Review due September 2025