



# Snitterfield Village Hall

Registered Charity No: 523001

## Risk Assessment for Snitterfield Village Hall

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?	Done
<p><b>Slips, trips and falls</b></p> <p>Eg uneven surface of car park, cleaning floors etc.</p>	<p>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.</p>	<ul style="list-style-type: none"> <li>• Car park surface maintained to be as even and safe as reasonably possible.</li> <li>• Good lighting in the car park, entrances, main hall and other areas.</li> <li>• Users know (through hiring agreement) to clear up spillages immediately and know where equipment for this is kept</li> <li>• Mats at entrances to stop rain water being carried inside</li> <li>• No storage permitted in entrances or in corridors</li> <li>• No trailing electrical cables</li> </ul>	<ul style="list-style-type: none"> <li>• Surfaces to be inspected regularly and repaired as necessary.</li> <li>• Lighting to be checked regularly and any defects reported and rectified.</li> <li>• Users to be reminded not to store equipment in entrances and high traffic areas.</li> </ul>	<p>Monitored by Committee</p>	<p>Ongoing</p>	

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<p><b>Working at height.</b></p> <p>Eg changing light bulbs, cleaning windows, putting up decorations etc.</p>	<p>Anyone working at any height could suffer potentially serious injury should they fall.</p>	<ul style="list-style-type: none"> <li>• Only able and capable committee members permitted to use stepladders.</li> <li>• Committee members know how to use stepladder safely.</li> <li>• No persons to work at height on their own unaccompanied in the hall.</li> </ul>	<ul style="list-style-type: none"> <li>• Stepladders to be checked annually</li> <li>• Consider implications of working at height for any future planned works</li> </ul>	<p>Committee.</p>	<p>Ongoing</p>	
<p><b>Vehicle Movement</b></p>	<p>Pedestrians could suffer serious injury if struck by cars entering/leaving car park or moving in it</p>	<ul style="list-style-type: none"> <li>• Entrance to car park clearly marked</li> <li>• Car Park well lit</li> <li>• All hirers to be briefed on safety relating to car park</li> </ul>	<ul style="list-style-type: none"> <li>• Advise users of hall, through hiring agreement, about safety issues with the car park and to consider controlling any parking</li> </ul>	<p>Committee.</p>	<p>Ongoing</p>	
<p><b>Hazardous substances</b></p> <p>Eg cleaning products.</p>	<p>Anybody using cleaning products. Risk, skin problems, eye damage from direct contact with chemicals. Vapours from some chemicals may cause breathing problems.</p>	<ul style="list-style-type: none"> <li>• Mops and brooms provided.</li> <li>• Users/cleaners reminded to use chemicals safely, never transfer chemicals from container to container and to dilute properly. Never transfer to an unmarked container</li> <li>• Chemicals and cleaning equipment stored securely in locked cupboard.</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor and review frequently.</li> <li>• Keep equipment in good order.</li> <li>• Cleaner reminded to check for dry, red and itchy skin on hands and if finding any, to go to doctors for advice and to tell hall committee</li> </ul>	<p>Committee.</p>	<p>Ongoing</p>	

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<b>Electricity</b>	Hall users and committee members. Risk of electric shocks or burns from faulty installations or equipment.	<ul style="list-style-type: none"> <li>Fixed installation correctly installed by qualified electrician and inspected regularly.</li> <li>All repairs by qualified electrician.</li> <li>Portable equipment checked for damage prior to use.</li> <li>Annual PAT testing and periodic checks.</li> <li>Ensure hirers are aware of plinth heaters</li> </ul>	<ul style="list-style-type: none"> <li>Make sure hirers know where consumer unit is located and how to turn off the supply in an emergency.</li> <li>Remind users that any equipment found damaged should be removed from use, marked unsafe and reported to a member of the committee.</li> </ul>	Committee.	Ongoing	
<b>Stored equipment.</b>	Users could be injured by equipment such as stacked chairs falling or equipment falling off shelves.	<ul style="list-style-type: none"> <li>Users know that they must stack equipment carefully to minimise risk of equipment falling or collapsing.</li> <li>Do not stack chairs more than 8 high</li> </ul>	<ul style="list-style-type: none"> <li>No further action required.</li> <li>Brief hirers.</li> </ul>	Committee Hire Agreement	Ongoing	
<b>Manual handling.</b>	Users and committee members may suffer back pain if they try to lift equipment that is too heavy or awkward.	<ul style="list-style-type: none"> <li>Trolley available to move stacked chairs if required and users know where it is kept.</li> <li>Individuals should assess whether equipment needs assistance to lift.</li> </ul>	<ul style="list-style-type: none"> <li>No further action required.</li> <li>Brief hirers.</li> </ul>	Hire Agreement	N/A	
<b>Asbestos</b>	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"> <li>Asbestos survey completed November 2018</li> </ul>	<ul style="list-style-type: none"> <li>Find out if hall contains any asbestos (eg in ceiling tiles, wall panels).</li> <li>If so, and if asbestos is in good condition, record where it is and put up signs warning that it is asbestos and is not to be disturbed (and then make regular checks to ensure it remains undisturbed and the signs maintained).</li> <li>Damaged asbestos to be removed by specialist contractors.</li> <li>If hall is ever demolished/refurbished, asbestos should first be removed by specialist contractors.</li> </ul>	Committee. Asbestos survey undertaken Nov 2018 & supplied to workmen		

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<b>Fire.</b>	If trapped, users and committee members could suffer potentially fatal injuries from smoke inhalation/ burns.	Fire risk assessment completed for the premises.	<ul style="list-style-type: none"> <li>Ensure actions identified as necessary by the fire risk assessment are completed.</li> </ul>	Committee.	Ongoing	
<b>Safeguarding Concerns</b>	Children and vulnerable adults	Safeguarding policy in place and available in village hall folder and on the website Ensure any groups running activities have their own safeguarding policy & DBS checks in place	Annual review of policy Check with hirers	Committee.	Ongoing	

Date Policy Implemented: 28.3.2022

Reviewed by: *Jefry Sewald House*

Date: 18.10.23