

Health and Safety Risk Assessment- Costock Village Hall

Date of Assessment : 22nd February 2016



Risk Assessed by: J Collins, B Simpson

The purpose of the Risk Assessment is to control the risk to the people that use the hall and those who are involved in the maintenance and its upkeep.

This Risk Assessment has been carried out prior to a hirer using Costock Village Hall.

Each user must conduct their own assessment taking into account any risks that they may introduce as a result of their activities during the hire period.



Hazard	Who might be harmed	Nature of injury	Risk	Severity	Mitigation	Action		
			low/med/high	low/med/high		By whom	When	Status



Slips Trips and Falls	Users, persons carrying out maintenance or involved in the Hall upkeep.	Bruising, grazing, strains or broken body parts	low	high	The Hall is a single storey building and there are no trip hazards as a result of its construction. Small single steps into bar and main hall to be highlighted	Committee	01/14 	Add highlighting strips to small steps and warning labels to doors
					Car park surface to be maintained to be as even as possible and free from trip hazards. Grit bin to be labelled and a shovel provided	committee	April 	Label to be added to grit bin
					Good lighting in the car park and all areas of the premises	TBA	TBA	Inside completed Car park to be completed
					Mats at entrance hall to prevent rain water being carried into the premises			Complete
					No storage in corridors	User	At time of use	Regular checks
					No trailing electrical cables	User	At time of use	Regular checks
					All spillages to be cleared up immediately. If this is not possible spillages to be clearly identified to warn other users of the hazard.	User	At time of use	Regular checks
					Finger trap on Gents toilet door	committee	2016	Remove part of door jam
					Keep Bar area tidy	committee	2016	Improve storage of equipt
					The hire agreement sets out the duty of users to carry out their own risk assessment relative to the use of the hall and any equipment they may introduce during the hire period	hirer	At time of hire	At time of hire

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Working at Height	Users, persons carrying out maintenance or involved in the Hall upkeep who are above floor level	Bruising, grazing, strains, broken body parts or death	med	high	All ladders to be checked before use	All	At time of use	At time of use
					All ladders must be erected correctly and footed by a second person	All	At time of use	At time of use
					A copy of the HSE guidance on the safe use of ladders is posted on the notice board.			Completed
					Persons using Ladders to comply with HSE recommendations	All	At time of use	At time of use
					Hall ladders to be checked before use, any defects reported and ladders taken out of use. New Ladders to be purchased 2016	All	At time of use 2016	At time of use Committee
					The hire agreement sets out the duty of users to carry out their own risk assessment relative to the use of the hall and any equipment they may introduce during the hire period	hirer	At time of hire	At time of hire

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Vehicle Movement within car park area	Pedestrians and persons in vehicles	Cuts, bruises, strains, broken limbs or death	Low	High	Notice to drivers advising pedestrians using in car park			Renew signs 
					Notice to pedestrians advising vehicle movement in area			Renew signs 
					Car park very small speeding not an issue			Completed
					Good levels of lighting in car park.	TBA	TBA	Erect light to front of Hall
					Parking spaces clearly marked			Completed
					Gritting salt to be made available	committee	ongoing	completed
					The hire agreement sets out the duty of users to carry out their own risk assessment relative to the use of the hall and any equipment they may introduce during the hire period	Hirer	At time of hire	At time of hire

Hazardous Substances COSHH	Users, cleaner, maintenance persons and committee members	Rashes, allergic reactions, respiration problems, damage to eyes and burns	Low	Med	Assess substances used in premises	TBA	TBA 	Re assess, make list and append to risk assessment
					Correct PPE and equipment provided	TBA	TBA	Re assess
					Whenever possible irritant products to be replaced with milder alternatives, regular checks to be made	Committee	ongoing	80% completed
					Cleaner trained to use products	Committee	01/04/14	New cleaner TBC
					All containers to be clearly labelled			Complete
					Products to correctly stored in disabled toilet cupboard bottom shelf	Committee, cleaner and users		Complete
					The hire agreement sets out the duty of users to carry out their own risk assessment relative to the use of the hall and any equipment they may introduce during the hire period	Hirer	At time of hire	At time of hire

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Electricity	Users, cleaner, maintenance persons and committee members	Electric shocks, burns and death	Low	High	Fixed installations tested 5 yearly			Completed 2013
					Portable appliances tested yearly			Completed 2015, new fridge and microwave to be added to list
					New installations carried out by qualified persons, tested and certificated on completion	Electrician	At time of work	Ongoing
					Safety plugs in sockets	All	At time of use	One wall socket to be refixed
					No live working	Electrician	Any time	Ongoing 
					Check circuits are isolated prior to work	Electrician	At time of work	Ongoing
					Other items as per fire risk	All	Ongoing	Ongoing
					The hire agreement sets out the duty of users to carry out their own risk assessment relative to the use of the hall and any equipment they may introduce during the hire period	Hirer	At time of hire	At time of hire

Stored Equipment	Users, cleaner, maintenance persons and committee members	Grazing, bruising or sprains	High	Med	Adequate storage cupboards and shelving	committee	TBA	Racking in store requires strengthening or replacing
					Notices advising of stacking heights of chairs	committee	TBA	New notice required
					Ensure suitable stacking equipment	TBA	TBA	Ongoing
					The hire agreement sets out the duty of users to carry out their own risk assessment relative to the use of the hall and any equipment they may introduce during the hire period	Hirer	At time of hire	At time of hire

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	harmed		low/med/ high	low/med high		By whom	When	Status
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Manual Handling	Users, cleaner, maintenance persons and committee members	Strains particularly backs, falls, dropping of items on body parts	Med	Med	Any item over 15 kg to be clearly marked	TBA	TBA	To be completed
					Stacking of chairs to the correct height	Hirer	At time of hire	At time of hire Refer to instruction sheet by store door
					Correct stacking of tables	Hirer	At time of hire	At time of hire Refer to instruction sheet by store door
					Review type of stacking chairs Chair trolley supplied	TBA	TBA	New chairs purchased, add weight of chair to instruction sheet
					Review and improve overhead storage in Bar	Committee	By July 2016	outstanding
					It is recommended that no more than 2 chairs at a time be handled and 2 persons handle the large tables	hirers	ongoing	ongoing
					The hire agreement sets out the duty of users to carry out their own risk assessment relative to the use of the hall and any equipment they may introduce during the hire period	Hirer	At time of hire	At time of hire

Asbestos	Predominantly contractors, users, cleaner and committee members	Respiratory diseases which can be fatal	low	high	The Hall was completely refurbished in 2009 up to and including the false ceiling excluding the warm-air heater system			completed
					Contractors to be made aware of this risk assessment and an asbestos survey to be carried out if working on old building fabric above false ceiling height and the warm-air system	Committee Organiser	At time of work	
					The hire agreement sets out the duty of users to carry out their own risk assessment relative to the use of the hall and any equipment they may introduce during the hire period	Hirer	At time of hire	

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Fire	Users, maintenance persons, cleaner and committee members	Smoke inhalation, burns, suffocation, death	Low	high	No smoking on premises	Hirer/others	At all times	Notices posted completed
					No unattended naked flames	Hirer/others	At time of hire	Terms of hire completed
					No cooking with fat on hob	Hirer	At time of hire	Terms of hire completed
					Fire risk assessment completed and posted on notice board	All	At time of use	Completed
					The hire agreement sets out the duty of users to carry out their own risk assessment relative to the use of the hall and any equipment they may introduce during the hire period	Hirer	At time of hire	At time of hire

Noise	Users and maintenance persons	Hearing impediment, deafness	low	low	Noise levels not to exceed 85 dB	Hirer	At time of hire	At time of hire
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Alcohol and illegal substances	Users	Falling over, inhibited judgement, impaired muscle coordination, unconsciousness, vomiting, mood changes	med	med	Selection of hirers at time of booking	Booking sec	At time of hire	Ongoing
					TENS licence required for sale of alcohol	Hirer	Prior to hirer	Terms of hire completed
					The issue of alcohol prohibited to persons suffering from its effects	Hirer	At time of hire	ongoing
					The hire agreement sets out the duty of users to carry out their own risk assessment relative to the use of the hall and any equipment they may introduce during the hire period	Hirer	At time of hire	At time of hire

Lone Working	User, cleaner, maintenance personal, committee members	None directly consequence of accident or illness could be fatal	low	med	Carry a fully charged mobile phone	All	At time of work	Ongoing
					Advise persons of lone working and times of work.		At time of work	Ongoing
					No high risk activities to be undertaken.	All	At time of work	Ongoing
					No working above ground level	All	At time of work	Ongoing
					The hire agreement sets out the duty of users to carry out their own risk assessment relative to the use of the hall and any equipment they may introduce during the hire period	Hirer	At time of hire	At time of hire

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Contract Working	Contractors and users	Dependant on activity, contractors risk assessment to identify possible injuries	Contractor's risk assessment to identify risk of accident	Contractor's risk assessment to identify consequence or severity of accident	Contractor to provide risk assessment	contractor	Prior to work	Ongoing
					Contractor to provide method statement	Contractor	Prior to work	Ongoing
					Person placing order to agree risk assessment and method statement	Organiser	Prior to work	Ongoing
					Person placing order to make contractor aware of possible risks	Organiser	Prior to work	Ongoing
					Risk to other users must be a priority, if possible work to be carried out when hall is not being hired.	Organiser Contractor	Prior to work	Ongoing
					Work to comply with legal and statutory requirements.	Contractor	During work	Ongoing

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Fist Aid	Users and maintenance persons	Not correct equipment to deal with minor injuries	low	low	Provision of  first aid kit	Committee		Complete renew 2018
					Checking of first aid box contents	Committee		Ongoing Contents check list Required
					Accident book to analyse accidents	Committee		Purchase Book

Summary of Risk

The Hall is a single storey building with two main rooms for assembly, a kitchen, bar area, 3 toilet areas, 2 storage rooms and three means of escape. It is constructed of brick and timber and has a perimeter fence enclosing the Hall and small Car Park. A fire risk assessment has been completed and the risk is considered to be low.

This general risk assessment has been carried out on the basis that the hall is ready for hire and does not include any risks that hirers may introduce. Hirers are requested to carry out their own risk assessments and this is part of the Hiring Terms and conditions which are posted in the hall and available on the Web site. At the time of hire the General Risk is considered to be low with one of the main risks being the manual handling of chairs, vehicular movement in the car park during the hours of darkness and working at height using the existing ladders.

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	Assessors Recommendations
Working at Height	Purchase new step ladders that are robust, steady and suitable for working at a height to change the light bulbs/tubes
Slips, trips and falls	Add highlighting strips to single steps to Bar and Main Hall, Tidy Bar area
Storage	Review and modify/ renew shelving in store room and Bar
Storage	Add weight of chairs to stacking notice
COSHH	Review cleaning materials used and train new cleaner
Slips trips and falls Workplace transport	Fit lighting to illuminate car park at night
Date assessment	Assessors signature