

## RISK ASSESSMENT

Salford Village Hall Management Committee prepared this Risk Assessment in April 2020

In preparing this assessment it was guided by

The HSE Five Step Guide

- Step 1 Identify the hazard
- Step 2 Decide who might be harmed and how
- Step 3 Evaluate the risk and decide on precautions
- Step 4 Record your finding and implement them
- Step 5 Review your assessment and update if necessary

The HSE checklist <http://www.hse.gov.uk/voluntary/village-halls.htm>

### Policy Statement

The Village Hall Management Committee will ensure that the hall is a safe environment so far as is reasonable practical

Hirers and users should exercise common sense

Hazard	Possible Harm and who is at Risk	What we do already	Further Action
Generally	Hall is low risk venue	Users exercise common sense and are encouraged to report problems, Contractors and users have a mobile phone to call for assistance	Continue to use common sense
Slip, spills, trips and falls	Injury to individuals - elderly and children at greatest risk.	<ul style="list-style-type: none"> <li>• Hall, corridors, toilets and kitchen are well lit</li> <li>• Exterior lights operate automatically to the front of the building</li> <li>• Users know to clean up spills. Mops are provided and wet floor sign</li> <li>• First aid kit provided in kitchen</li> </ul>	<p>Regular checks</p> <p>Consider additional lighting to illuminate the pedestrian entrance</p>

Working at height	Falls by contractors or users when <ul style="list-style-type: none"> <li>• Cleaning windows</li> <li>• Using step</li> <li>• Using ladders</li> </ul>	Windows are professional cleaned <ul style="list-style-type: none"> <li>• Step ladder is of good quality</li> <li>• It is securely stored</li> <li>• Two people present when using ladders</li> </ul>	Care when doing maintenance
Vehicle movements	Pedestrian crossing the car park and hall users may be hurt by vehicles	<ul style="list-style-type: none"> <li>• Separate pedestrian entrance</li> <li>• Access to car park is wide enough to accommodate vehicles and pedestrians</li> <li>• There is a dedicate disabled parking place close to the hall</li> </ul>	Regular check of car park
Hazardous substances	Cleaner and users may be damaged by cleaning chemicals	<ul style="list-style-type: none"> <li>• Chemical kept in locked cupboard in cleaners store to reduce risk to users</li> <li>• Chemicals are relatively mild (house type)</li> <li>• Cleaner is provided with mops and suitable tools</li> <li>• Gloves are provided</li> </ul>	Ensure cleaner is aware of hazards
Electricity	Shocks Users and Hirers	<ul style="list-style-type: none"> <li>• User's electrically equipment should be PAT tested</li> <li>• Hall equipment is regularly PAT tested</li> <li>• FIT testing</li> </ul>	The option of PAT testing could be offered to regular hall users
Stored equipment	Possible injury to users and contractors due to moving kit	<ul style="list-style-type: none"> <li>• Chairs are on trolleys</li> <li>• Table tennis tables are wheeled requiring two people to move</li> <li>• Trestle tables require two people to move</li> </ul>	Consider placing lifting and handling notice in store room
Legionella	Users Particularly elderly with underlying health issues	<ul style="list-style-type: none"> <li>• Cold water direct from mains</li> <li>• Well insulated sealed hot water tank located in attic</li> <li>• No evidence of debris in pipe water</li> </ul>	No action required

		<ul style="list-style-type: none"> <li>• All taps run for 5 minutes after lengthy closure</li> </ul>	
Heat	<p>Users may be burned or scalded in the kitchen. Children at greater risk</p>	<ul style="list-style-type: none"> <li>• Users make sensible use of oven, hob and hot cupboard</li> <li>• Instructions are provided</li> <li>• Hot water is regulated to safe temperature</li> <li>• Hot water urn should be left to cool before lifting to empty</li> <li>• Kettles located to the rear of the work service</li> <li>• Small children are not allowed in the kitchen whilst hot drinks are being prep</li> <li>• All children closely supervised when in the kitchen</li> </ul>	<p>Maintain equipment</p> <p>Display guidance in kitchen regard children</p>
Fire	See separate risk assessment		