

## Evenley Village Hall Health & Safety Risk Assessment

Risk: Low, Medium and High      Probability: Remote, Possible and Probable

What are the hazards and level of risk?	How might people be harmed and overall level of probability>	What are you already doing to mitigate the risk or probability?	What further action could be taken?	Action required by whom?	Action required by when	Done?
Slips, trips and falls due to uneven or damaged surfaces ( <b>Low Risk</b> ), spillage of liquid ( <b>Medium Risk</b> ) or irresponsible behaviour of hall users ( <b>Medium Risk</b> )	Visitors and hall users may suffer injury ranging from strains and sprains to the possibility of fractures, ( <b>Possible</b> )	<p>Car Park surfaces maintained to be as even as possible.</p> <p>Parking space for disabled drivers next to hall entrance.</p> <p>Floor surfaces inside the hall kept clean and maintained.</p> <p>A mat is placed at the front entrance a hall to stop rain water being carried into the building.</p> <p>The hall has a 'wet floor' cone for use as appropriate.</p>	The Hire Agreement will be amended to say all spillages of liquid should be immediately cleaned up.	Joyce Stevens	Feb 2024	

		<p>Nothing is stored in the corridors.</p> <p>There are no trailing cables or pipes.</p> <p>Maintenance work carried out in the hall or its car park only takes place when the hall is not in use.</p> <p>Reference to excessive alcohol consumption and associated bad behaviour is included in the hire agreement</p>				
<p>Falling from ladders or platforms when working at height such as changing lightbulbs, accessing roof spaces, cleaning windows or putting up Christmas decorations. (<b>Low Risk</b>- when appropriate step ladders are used)</p>	<p>Anyone working at height could suffer serious injuries should they fall (<b>Possible</b>)</p>	<p>Contractors bring their own equipment and are responsible for their own health and safety. Contractors are asked to provide a risk assessment for the work being carried out. A set of industrial standard step ladders are available and kept in the storage barn.</p>	<p>The Hire Agreement should be amended to include 'Only authorised personnel are allowed to use the step ladders'</p>	<p>Joyce Stevens</p>	<p>Feb 2024</p>	

		<p>When a trustee needs to use a step ladder, they have a second person available to foot the ladder and be there to assist.</p> <p>Hall users are not authorized to use the step ladders. Step ladders are visually inspected every six months and before use.</p>				
<p>Pedestrians and vehicles moving in the car park space at the same time when entering/leaving the hall or car park. <b>(Medium Risk)</b></p>	<p>Pedestrians could be harmed if struck by a vehicle ultimately resulting in death <b>(Possible)</b></p>	<p>The car park is well illuminated.</p>	<p>A sign should be purchased and erected in the car park, advising drivers to be aware of pedestrians.</p> <p>When contractors are on site and need to park their vehicles in the car park, pedestrian safety should be covered in their risk assessment.</p>	<p>Derek Haynes</p> <p>Derek Haynes</p>	<p>Feb 2024</p> <p>Ongoing</p>	

<p>Hazardous substances such as cleaning materials <b>(Low Risk)</b></p>	<p>Splashes into the eye may cause irritation or soreness <b>(Possible)</b>.          Splashes onto the skin may cause irritation, soreness or burning <b>(Remote)</b></p>	<p>The contracted cleaner brings and uses her own choice of cleaning materials for the village hall and removes them when she has finished.</p> <p>The only chemicals in regular use at the village hall are domestic hand soap, washing up liquid and hand sanitiser. A risk analysis for these substances is included in the COSSH Risk Assessment</p> <p>Very occasionally a disinfectant spray is used under strict supervision to kill germs. A risk analysis for these substances is included in the COSSH Risk Assessment</p>	<p>No further action required</p>			
<p>Electric Shock <b>(Medium Risk)</b></p>	<p>People using the hall may suffer electric shock (possible electrocution) from</p>	<p>Fixed installations correctly installed by qualified electrician and inspected regularly.</p>	<p>No further action required</p>			

	<p>faulty equipment of wiring</p>	<p>All repairs and adjustments to electrical installations carried out by a qualified electrician.</p> <p>All portable appliances checked for visual signs of damage before use.</p> <p>Electrical equipment is PAT tested annually.</p> <p>Hall users are responsible for any electrical equipment they bring on site and understand that the equipment must be removed from site after use.</p>				
<p>Unstable stacks of equipment or stored goods <b>(Medium Risk)</b></p>	<p>Hall users may be injured when accessing goods kept on the shelves in the storage barn or chairs stacked in the inner meeting room. <b>(Remote Risk)</b></p>	<p>Hall users are informed that chairs should be stacked no more than seven high.</p> <p>Hall users are asked to show caution when accessing items stored in the storage barn and</p>	<p>No further action required</p>			

		ensure they are returned to the shelves in a safe and orderly fashion.				
Manual handling of heavy or awkward loads <b>(Medium Risk)</b>	Hall users may suffer back injury if they try to lift objects that are too heavy or awkward to handle. <b>(Possible)</b>	<p>Other than chairs and tables, there are no other heavy or awkward items which would require lifting. Tables are stored next to the hall so they are not carried any distance. If handled correctly, tables are light enough to be lifted by one person. Chairs are stacked in eights and a trolley is available for all hall users to move stacks of chairs from storage to the main hall.</p> <p>Storage of items in the storage barn is limited to a small number of hall users including trustees. All are aware of the shape and weight of their goods/equipment being stored and should ensure that they have sufficient help to move items.</p>	No further action required			

<p>Exposure to Asbestos <b>(Low Risk)</b></p>	<p>Asbestos only poses a risk if fibers are released into the air and inhaled. There is no exposed asbestos in the village hall. People will only be at risk if surfaces containing asbestos are significantly broken</p>	<p>An asbestos survey has been completed and is made available to all contractors.</p> <p>Known presence of asbestos is being managed.</p>	<p>At any time that the electrical supply or heating system are replaced, or if major works are carried out in the hall, specialist contractors will be used to remove any asbestos known or identified.</p> <p>Provide Derek Haynes with a copy of the Asbestos Survey and Management Plan</p>	<p>Derek Haynes</p> <p>Eric Millard</p>	<p>When required</p> <p>ASAP</p>	
<p>Fire <b>(low Risk)</b></p>	<p>If fire was to break out whilst the hall is in use, hall users would be at risk of being burned or suffering smoke inhalation. <b>(Remote)</b></p>	<p>A separate Fire Risk Assessment exists.</p> <p>The hall is fitted with an integrated audible fire alarm system and smoke detection devices.</p> <p>The hall has several fire extinguishers.</p> <p>The kitchen has a fire blanket.</p>	<p>Eric Millard will consult with ACRE and the local Fire Brigade for advice on linking fire alarm to the Fire Station, external bells key holders. hours when the hall is not occupied.</p>	<p>Eric Millard</p>	<p>Feb 2024</p>	

		<p>The hall has emergency lighting.</p> <p>The hall is small and has two exits which can be reached within seconds. Hall users are not allowed to have naked flames or BBQ's on the premises.</p> <p>Contractors on site who may need to use a naked light, gas burner, blow torch etc., are asked to include this in their risk assessment.</p>				
Lone Working ( <b>High Risk</b> )	<p>Anyone working anywhere inside the hall on their own could be vulnerable if they have an accident or if serious ill health occurs.</p> <p><b>(Possible)</b></p>	No precautions in place	Any trustees working in the hall on their own should be advised to always carry a mobile phone with them at all times.	Management Committee	ongoing	
Legionella. This is a common bacteria carried in water, but in the right conditions can cause an outbreak	Any users of the hall and local residents could be exposed to bacteria resulting in sickness, hospitalization	The water supply has been surveyed and a management plan implemented (See	No further action required			



of legionella and other diseases. <b>(High Risk)</b>	and in some cases death. <b>(Possible)</b>	Legionella Risk Assessment)				
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First Review: 2016

Last Revised: 14/11/2024