

IBBERTON, BELCHALWELL & WOOLLAND VILLAGE HALL

Reg. Charity No. 1095817

www.ibbertonvillagehall.co.uk

Ibberton, Belchalwell & Woolland Village Hall Risk Assessment

Appendix 6

General Risk Assessment Information

A risk assessment is required by law to keep people safe.

- a means by which management committee ensures that the building complies with Health and Safety legislation.

- Offers protection to committee members from liability in case of fire or accident

Welcomed by insurers

Avoids public liability claims by users, thereby protecting insurance premiums.

General Risk assessment = a careful examination of what could cause harm to people so that the committee can weigh up whether sufficient precautions have been or should be taken to prevent harm, according to the risk that is posed by the hazard.

Risk assessment are undertaken by walking round the whole premises, including car park, entrance and surrounds, hall, kitchen, toilets, boiler, and storage cupboards to check for hazards (concentrating on anything that could cause serious harm or affect several people) applying common sense;-

What could go wrong?

What would be consequences and for whom?

What could be done to make sure it doesn't go wrong?

Five steps to risk assessment:-

(i) Step One - LOOK FOR THE HAZARDS. Assess the likelihood of the hazard occurring and score from 1(rare) to 5 (almost certain)

1= rare 2= unlikely 3= possible 4= likely 5= almost certain

(ii) Step Two - DECIDE WHO MIGHT BE HARMED AND HOW. Children cf. adults cf disabled cf infirm. Assess the consequence of possible injury and score from 1 to 5. 1 = negligible 2 = minor 3 = moderate 4 = major 5 = catastrophic

(iii) Step Three - EVALUATE THE RISKS AND DECIDE WHETHER EXISTING PRECAUTIONS ARE ADEQUATE OR IF MORE

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SHOULD BE DONE. Risk rating calculated by multiplying the scores from steps one and two. The multiplication answer is then looked up on the risk matrix (below) A risk rating of 10 or more will require immediate action. A risk rating of 15 or more require that the village hall is shut until the risk has been reduced.

Draw up a list of things that need to be done, giving priority to the highest risk or that which involves most people. How can the risk be controlled so that harm is unlikely? Act under principles below:-

Try a less risky option

Prevent access to the hazard

Organise to reduce exposure to the hazard

Issue personal protective equipment

Provide welfare facilities such as first aid.

(iv) Step four - **RECORD FINDINGS**. Include satisfactory checks as well as points needing action. Keep the records to defend any claim for public liability CoSHH and asbestos risk assessments must be kept for 40 years. Report the results to the management committee.

(v) Step five - **REVIEW THE ASSESSMENT REGULARLY AND REVISE IT IF NECESSARY**

e.g if there has been an accident or if circumstances change e.g. if building work has been undertaken. Always review every two years anyway.

Common Problems to address at village halls in general:

		Likelihood				
		1 - Rare	2 - Unlikely	3 - Possible	4 - Likely	5 - Almost Certain
Consequence	5 - Catastrophic	5 - Moderate	10 - High	15 - High	20 - Extreme	25 - Extreme
	4 - Major	4 - Moderate	8 - Moderate	12 - High	16 - Extreme	20 - Extreme
	3 - Moderate	3 - Low	6 - Moderate	9 - Moderate	12 - High	15 - High
	2 - Minor	2 - Low	4 - Moderate	6 - Moderate	8 - Moderate	10 - High
	1 - Negligible	1 Low	2 - Low	3 - Low	4 - Moderate	5 - Moderate

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- Roofs easy to climb on?
- Lack of restraint for boilers which need strapping so they cannot fall.
- Cleaning materials, mops brooms tools should be locked away when not in use.
- Provide warning signs in key places e.g. no children in the kitchen except for supervised food preparation - do not stack chairs more than 10 high in store room.
- Stage sides and steps should be clearly marked with white tape or paint and moveable stage steps secured by bolts or hooks
- Combustible materials stored in kitchen.
- Check for signs of asbestos and if present set up system for monitoring its condition.

Special Risk Assessment for

Fire Hazards;

Legionnaires' disease associated with larger water systems.

First Aid Box.

Contents of the first aid kit are listed in the first aid folder with the checklists. This is kept up to date as according to current legislation. Located in kitchen. First aid box contents are checked 3 monthly and records kept. Information for Hirers sheet contains information about where to get help in an emergency.

Recording Accidents/Incidents.

RIDDOR 1995 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations require those in control of village halls to record and report death or major injury, an injury causing someone more than 3 days off work, a work-related disease, a dangerous occurrence, and any injury requiring hospitalisation.

Incidents should be reported to the Incident Contact Centre (ICC) on 03245 300 9923 or online at <https://www.hse.gov.uk/riddor/> (Monday to Friday 8.30am - 5pm)

Record in Accident Book consisting of single record sheets numbered in sequence and removed for safe keeping. The cause of all accidents must be investigated by the committee and measures taken to reduce the risk of recurrence. Accident book located in kitchen.

General Risk Assessment of Ibberton, Belchalwell & Woolland Village Hall and surrounds - November 2023

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Repeat Risk Assessment 12th November 2024 by village hall committee members

Area	Hazards	How often?	Severity	Risk Rating Must Act if over 15	Present control measures adequate Y/N	Control measures in place and suggested improvements
Car Park	1.Large tree: risk of falling branch damage to property and people.	Rare 1	Major 4	4	Yes	Liaise with Parish Council to obtain inspection of all trees on green and car parks. Due every 5 years.
	2.Icy conditions. Steep slope down to road, risk of pedestrians and cars skidding causing injury	Possible 3	Moderate 3	9	Yes	Salt provided and used if an event is required - stored in the shed
Exterior: footpaths and steps	1. Slips, trips and falls entering hall	Unlikely 2	Major 4	8	Yes	Fixed strong hand rails and lighting provided. Will clean stops and path with Algon
Main Hall	2. Children special risks Electric plugs low down, children risk of shock. Children shutting fingers in doors	Low 1	Major 4	4	Yes	Users with children reminded of safety associated with children in the hall. Signs to exclude children from the kitchen area where there are many risks. Lock used on cleaning cupboard.
		Low 1	Major 4	4	Yes	Areas kept clear around doors

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	<p>3. Fire doors to be kept clear. Ensure easy exit in emergency.</p> <p>.....</p> <p>4. Some chairs stacked 5 deep. Risk of falling chairs causing injury. Musculoskeletal injury when moving chairs that high</p>	Possible 3	Major 4	12	Yes	<p>Notices in place wherever chairs are stacked and in conditions of hire, which comply with HSE recommendations. Trolley provided for moving stacks of chairs. - kept in shed</p>
Kitchen	<p>5. Dangerous chemicals stored in locked cupboard under sink Danger of poisoning.</p> <p>6. Burns and scalds from cooker and grill.....</p>	Unlikely 2	Major 4	8	Yes	<p>All hazardous bottles come with child-proof locks and they are stored with lids secured. Kept in locked cupboard under the sink</p>
		Possible 3	Moderate 3	9	Yes	<p>Notice saying no children allowed in kitchen area. This is also in the conditions of hire. Stable door on kitchen to stop unauthorised entry from the hall</p> <p>CoSHH Regulations are complete, notice on board.</p> <p>Fire blanket and extinguishers in kitchen near cooker. Extinguishers checked regularly. Isolation switch present to prevent unintentional turning</p>

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	7. Hot water causing scalds	Unlikely 2	Moderate 3	4	Yes	on of the hobs. Nothing stored on the hobs, nor is surface used as a work space.
	8. Food preparation in kitchen. Danger of food poisoning or allergies.	Possible 3	Catastrophic 5	15	Yes	Water temperature kept at safety temperature Cleaning products provided. Food and hygiene training - need to update. Different chopping boards present for different food types. Clearly labelled. (need to be purchased) Notices about food allergies in place when committee are hosting an event. They are clearly displayed during an event.
	9. Cuts from knives and sharp equipment	Unlikely 2	Moderate 3	6	Yes	Knives in protective sheaths. Box of knives kept in store cupboard and not in the main drawer. Children not allowed in kitchen. Stable door on kitchen to stop unauthorised entry from the hall

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Across hall	10. Slips, trips and falls	Unlikely 2	Moderate 3	6	Yes	Floors kept dry and cleaned regularly. Floors and facilities well maintained.
	11. Lone working. Falls from height	Unlikely 2	Major 4	8	Yes	Advise contractors to have mobile phone and preferably work in pairs. Ladder inspected before use and kept in good condition
Oil Tank	12. Risk of fire from oil tank	Unlikely 1	Catastrophic 5	5	Yes	Bunded tank present and visually checked annually.
Portable Staging	13. Falls from height. Musculoskeletal injury from moving heavy staging	Possible 3	Major 4	12	Yes	Edging blocks are all marked with white tape. Two steady steps provided. Trolley is moveable for erection of staging. No formal training, but it has been discussed verbally.
Portable appliances	14. Risk of electrocution from poorly maintained appliances.	Unlikely 2	Major 4	8	Yes	PAT testing performed every 5 years and records kept. Visual inspection

Special risks and Action points.

1. Fire Risk. See Health, Safety, Fire and Hygiene Policy - Ibberton, Belchalwell & Woolland Village Hall

(a) Arson prevention by security from intruders- On discussion by the committee an intruder alarm system was not felt advisable. Rubbish is cleared regularly from premises of hall and surrounding area.

Windows and external doors are secure.

(b) Electrical hazards. -Bi-annual check of cables and appliances is undertaken by competent electrician under contract. Plugs were all free from signs of heating. PET testing undertaken 6 yearly

(c) Smoking - No smoking notices are displayed at the entrance to premises.

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(d) Blinds in the hall are of flame-retardant material, and do not reach floor. There are no blinds in the kitchen.

(e) Cooking- a Fire blanket is prominently displayed on wall in kitchen not far from the cooker. Foam and CO2 fire extinguishers are near the door to the kitchen and together with foam extinguishers near the front exit to the hall, they are checked annually and recorded.

(g) Escape routes. All doors are sufficiently wide for disabled egress. For all other users, hirers are instructed to unlock all exit doors at the start of their meeting/event, and lock them afterwards. There is no fixed seating in the hall.

Chairs are stacked along the wall when not in use.

(h) Emergency lighting system. This is checked regularly.

(i) Smoke alarm. The smoke alarm is installed in the kitchen.

(j) Fire instruction notices. These are displayed in notice board of kitchen and main hall. Knowledge of routine in case of fire, raising the alarm, calling fire brigade and supervision evacuation of building must be responsibility of hirer and agreed in signed hire agreement.

Wi-fi available for phone calls or will have to find a neighbouring house if Wi-Fi not working as phone box has now gone.

(k) Training - Several members of the committee have had training in the past

2. First Aid Boxes.

The First aid box is located in a small labelled cupboard in the kitchen and is checked every three months.

3. CoSHH Regulations. Toxic materials present and kept inside a locked cupboard under the sink. The key is kept on the window ledge behind the electric urn.

4 Legionnaires Disease - Ibberton, Belchalwell & Woolland village hall has instant water heaters heating water at the point of use for washing up. No stagnation in this system. All cisterns in the toilets are properly covered so there is no stagnation. Water temperature here is below 20 degrees. There are no showers. Therefore, the water in the village hall carries a very low risk of contamination by legionella bacillus.