

06 December 2022

# SAFETY RISK ASSESSMENT



## INTRODUCTION

This safety risk assessment is made in accordance with Clause 22 (Rules & Regulations) of the Trust Deed. It was approved by majority vote of the Management Committee out of Committee via WhatsApp on 06 December 2022. A copy is attached at annex to the minutes of that meeting in the Minutes Book. It will be kept under review by the Management Committee and be updated at least annually.

## BACKGROUND

The management committee do not have a legal requirement to record the findings of this risk assessment as less than five people work at the hall, nevertheless it was decided to do a risk assessment of the village hall to control the risks to people who use the hall and are involved in its maintenance and upkeep.

Much of the repair and maintenance work at the hall is done by contractors or self-employed workers, who have responsibility for their own health and safety, as well as for other issues like the hours they work and their financial and tax arrangements.

The assessment was led by the Vice-Chair (Andy Baker) and followed the HSE guidance *Five steps to risk assessment* ([www.hse.gov.uk/pubns/indg163.pdf](http://www.hse.gov.uk/pubns/indg163.pdf)).

## SAFETY RISK ASSESSMENT – NORMAL HALL USE

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?
<p>Slips, trips and falls</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 as possible.</li> <li>▪ Good lighting in car park and all rooms including stairs.</li> <li>▪ Users know (through hire 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 in.</li> <li>▪ No storage in corridors.</li> <li>▪ No trailing electrical leads/cables.</li> <li>▪ Stairs fitted with handrails.</li> <li>▪ Internal flooring in good condition.</li> <li>▪ Permanent fixtures in good condition.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Surface to be inspected regularly and repaired as necessary.</li> <li>▪ Check that cleaner knows which products to use on which type of floor.</li> <li>▪ Reduce gradient of path into playground when next refurbishing the playground.</li> </ul>	<p>Andy Baker</p>	<p>Annual</p>
<p>Work at height</p> <p>Eg changing light bulbs, cleaning windows,</p>	<p>Anyone working at any height could suffer injuries, possibly very serious ones, should they fall.</p>	<ul style="list-style-type: none"> <li>▪ Appropriate, commercial stepladder securely stored and available for use.</li> <li>▪ Hall users know (through hire agreement) that they are responsible for using the stepladder safely.</li> <li>▪ Hall committee members, and caretaker know how to use the stepladder safely.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Print copy of HSE guidance on safe use of stepladders and make available to those who may use stepladder by including in <i>User Guide</i> kept in hall. Committee members, volunteers and users advised not use ladder alone.</li> <li>▪ Put in place system for checking</li> </ul>	<p>Andy Baker</p>	<p>Annual</p>

putting up decorations etc.			<p>condition of stepladder.</p> <ul style="list-style-type: none"> <li>Consider implications for work at height of any future alterations to the hall.</li> </ul>		
Vehicle movement (car park)	Pedestrians could suffer serious injury if struck by cars entering/leaving car park or moving in it.	<ul style="list-style-type: none"> <li>Car park well lit.</li> <li>Skip/recycling collection takes place at times when hall not in use.</li> </ul>	<ul style="list-style-type: none"> <li>Pedestrian walkway on right hand side of car park (nearest park and door) to be clearly marked as '<i>no parking – pedestrian access</i>'.</li> <li>Parking bays to be marked in car park with white lines.</li> </ul>	Tim Roberts	2023
Hazardous substances  Eg cleaning products	The cleaner, and others cleaning, risk skin problems, eg dermatitis and eye damage, from direct contact with cleaning chemicals.  Vapour may cause breathing problems.	<ul style="list-style-type: none"> <li>Mops, brushes and strong rubber gloves provided.</li> <li>Cleaning products marked 'irritant' replaced with milder alternatives.</li> <li>Cleaner trained to use products safely, eg follow instructions on the label, dilute properly and never transfer to an unmarked container.</li> <li>Cleaning products stored securely.</li> </ul>	<ul style="list-style-type: none"> <li>Cleaner reminded to check for dry, red or itchy skin on hands and, if finding any, to go to doctors for advice and to tell the secretary to the management committee.</li> </ul>	Andy Baker	As required
Electricity	Users risk electric shocks or burns from faulty equipment or installation.	<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>Safety plugs in sockets.</li> <li>Portable equipment checked for visual signs of damage before use.</li> <li>Hall users know they are responsible for any equipment used on site.</li> </ul>	<ul style="list-style-type: none"> <li>Make sure hall users know where the fuse box is and how to switch supply off in an emergency, through guidance included in <i>User Guide</i> kept in hall.</li> <li>Remind users that portable equipment considered unsafe should be marked and taken out of use through guidance included in <i>User Guide</i> kept in hall</li> </ul>	Andy Baker	Monthly

Gas equipment and services	Users risk being poisoned by escaping gas or injured in a gas explosion.	<ul style="list-style-type: none"> <li>▪ Area surrounding LPG (liquefied petroleum gas) storage vessel kept clear.</li> <li>▪ Pipes carrying the LPG to the hall been checked to ensure that they are in good condition.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Carry out gas safety inspection and maintenance.</li> </ul>	Andy Baker	Annual
Playground equipment	Users including children could be injured on playground equipment.	<ul style="list-style-type: none"> <li>▪ Playground equipment inspected annually by BANES.</li> <li>▪ Playground inspected once a week to ensure there are no discarded cans, glass or needles.</li> <li>▪ Soft areas surrounding play equipment</li> </ul>	<ul style="list-style-type: none"> <li>▪ Carry out inspection of playground equipment including soft areas.</li> <li>▪ See annual ROSPA report.</li> </ul>	Andy Baker	Monthly & annual
Stored equipment	Users could be injured by collapsing stacks of tables and chairs.	<ul style="list-style-type: none"> <li>▪ Users know that they must stack tables and chairs carefully so that they do not collapse (maximum stack height to be less than 4 tables or 6 chairs).</li> <li>▪ Step ladder stored so it can't fall over.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Instructions on use of chair lifting trolley and maximum height of stacked tables and chairs to be included in <i>User Guide</i> kept in hall.</li> <li>▪ Store step ladder safety so it can't fall on someone.</li> </ul>	Andy Baker	Annual
Manual handling	Users may suffer back pain if they try to lift objects that are too heavy or awkward eg tables and chairs.	<ul style="list-style-type: none"> <li>▪ Trolley available to move stacks of chairs and users know where it is kept.</li> <li>▪</li> </ul>	<ul style="list-style-type: none"> <li>▪ Guidance on safe manual handling to be included in <i>User Guide</i> kept in hall.</li> </ul>	Andy Baker	Annual
Asbestos	Staff, and others, carrying out normal activities at very low risk. Asbestos only poses a risk if fibres are released into air and	<ul style="list-style-type: none"> <li>▪ No risk controls at present.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Maintain asbestos register/report recording of known and potential asbestos hazards and make regular checks to ensure it remains undisturbed and the signs maintained.</li> </ul>	Andy Baker	Annual

	inhaled. Maintenance workers are most at risk.		<ul style="list-style-type: none"> <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>		
Fire	If trapped, Users could suffer fatal injuries from smoke inhalation/burns.	<ul style="list-style-type: none"> <li>▪ Regular checks made to ensure escape routes and fire exit doors are unobstructed; and adequate and effective for the number of people using the hall (including those who are disabled or vulnerable).</li> <li>▪ Combustible substances or waste stored safely.</li> <li>▪ Staff (and others) trained in how to use it.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Complete fire risk assessment.</li> <li>▪ Ensure the actions identified as necessary by the fire risk assessment are done.</li> <li>▪ Train Committee members and regular hall users in use of fire-fighting equipment.</li> </ul>	Andy Baker	Annual
Legionnaires' disease	Users may become infected. Legionnaires' disease is a potentially fatal form of pneumonia caused by the inhalation of small droplets of contaminated water containing Legionella. Symptoms include cough, shortness of breath, high fever, muscle pains, and headaches.	<ul style="list-style-type: none"> <li>▪ No spraying/sprayed water (eg using showers in changing rooms, or a humidifier) that could contain legionella bacteria.</li> <li>▪ Water stagnation avoided through regular use of hall where hot and cold water systems used at least 3-4 times a week.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Conduct temperature monitoring of hot and cold water systems to ensure cold water is cold (ie less than 20°) and hot water is hot (ie 60°).</li> <li>▪ Water systems to be routinely monitored to check for any stagnation or biological films and whether any chemical treatment may be required.</li> </ul>	Andy Baker	Monthly

<p>Spread of Covid-19 Coronavirus</p>	<p>There is a direct threat to the health and wellbeing from transmission of the COVID-19 coronavirus while at the Village Hall. This includes members of the Management Committee and volunteers (cleaning and/or maintaining the Village Hall); visitors, contractors, and especially vulnerable groups – elderly, pregnant women, and those with existing underlying health conditions.</p> <p>People can catch the virus from others who are infected in the following ways:</p> <ul style="list-style-type: none"> <li>▪ virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales</li> <li>▪ the virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc</li> </ul>	<p><u>Cleaning</u></p> <ul style="list-style-type: none"> <li>▪ It is suggested that the virus can survive for several days on some hard surfaces. These risks are reduced when outdoors, where surfaces may be subject to UV light and/or rain.</li> <li>▪ High use areas such as door handles, handrails, tabletops, sinks, toilet areas, kitchen surfaces will need frequent cleaning and disinfecting using appropriate cleaning products and methods.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Require each hiring group to be responsible for putting out and stowing away the equipment they use.</li> <li>▪ Require each hiring group to clean surfaces that their group might use before their own users arrive, to clean regularly used surfaces such as tabletops and sinks during the hire and to clean them again before they leave.</li> <li>▪ Advise hirers bringing or using their own equipment which is stored at the hall that they will need to clean this for each session and before stowing it away, or ask their group members to bring their own clean equipment and avoid sharing it.</li> </ul>	<p>A Baker</p>	<p>Monthly</p>
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	<ul style="list-style-type: none"> <li>people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth</li> </ul>	<p><u>Hygiene and Hand Washing</u></p> <ul style="list-style-type: none"> <li>Hand washing facilities are available in the toilets.</li> <li>Committee Members, volunteers or contractors maintaining the Hall to be reminded on a regular basis to wash their hands (after visiting the Hall) for 20 seconds with water and soap and the importance of proper drying with disposable towels.</li> <li>Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.</li> <li>See hand washing guidance.</li> <li><a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></li> <li>Committee Members and volunteers encouraged to protect the skin by applying emollient cream regularly.</li> </ul>	<ul style="list-style-type: none"> <li>Provide hand sanitizer at entrance/exit to hall.</li> <li>Visitors to be reminded to wash their hands for 20 seconds with water and soap and the importance of proper drying using the air dryers in the toilets.</li> <li>Visitors are also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.</li> <li>Post notices at every entrance/exit showing what is expected of users. Erect the “Catch It, Bin It, Kill It” poster and posters encouraging frequent handwashing.</li> </ul>	A Baker	Monthly
		<p><u>Signs &amp; Posters</u></p> <ul style="list-style-type: none"> <li>A notice to be erected at the entrance to the Hall to remind all visitors of the safety measures in place.</li> <li>Additional signage around the Hall reminding visitors to abide by Public Health England guidance, i.e. wash hands and maintain social distancing.</li> </ul>	<ul style="list-style-type: none"> <li>To help reduce the spread of coronavirus (COVID-19) remind everyone of the public health advice.</li> <li>Notice/posters available for display.</li> </ul>	A Baker	Monthly