

Facility	Skidby Village Hall	Assessor	Matthew Croshaw/Helen Peart
Date of Assessment	09.07.2024	Planned Review Date	09.07.2025

Task/Operation and location:	Skidby Village Hall - Premises	Number of Persons at risk:	Members of the Public	✓
			Site Personnel and Visitors	✓

RISK ASSESSMENT

The risk rating has been deduced from the following formula – Likelihood x Severity.

Note – The likelihood of an accident/incident accruing may increase according to the frequency of the task. The severity of an accident/incident may be affected by the number of persons at risk.

Likelihood (L)		Severity (S)	
1	Almost impossible	1	Low -Causing a minor injury. Cuts or bruising
2	Improbable/ not very likely to happen	2	Medium – Absence from work for less than 3 days/strain and sprain
3	Possible/could happen	3	Major – Absence from work for more than 3 days/ fractures, burns etc
4	Very likely/would not be surprised	4	High – Long term absence from work/slipped disc
5	Inevitable/certain to happen	5	Fatality

Total Score	Risk Category
1	Considered tolerable risk, normal day to day activity
2-10	Risk is to be controlled as far as is reasonably practicable by completion of risk assessment & method statement
11-20	Hazard must be avoided or the level of risk reduced significantly by control measures & safe systems of work
21-25	Advice should be obtained from the Safety Services Unit before proceeding with the task.

Significant Identified Hazards	Existing Control Measures	L	S	Total Score = L x S	Existing Control Measures OK Y/N	Additional Control Measures Required to Reduce Level of Risk to Acceptable Level	L	S	Total Score = L x S
Use of mains electricity – risk of electric shock & burns.	The electrical system meets the system standards and is tested by a competent contractor throughout the premises over a 5 year period. Certificates available on site. Committee members or hall users to report any visual damage immediately.	2	4	8	Y				
Portable Electrical Appliances – risk of electric shock & burns	Equipment meets current CE standards and is visually tested annually by competent contractor. Committee members to ensure that equipment is available for testing when requested. Hall users and committee members carry out visual checks as part of general use and report any defects.	2	4	8	Y				
Fire – risk of injury from burns and inhalation of smoke.	No smoking signage is in place. Fire alarm and firefighting equipment checked annually as part of cyclical maintenance. Routine frequent fire checks (e.g. fire alarm). Fire safety checklist shared annually with committee members and included in Conditions of Hire document to improve awareness. Hard copies available.	2	4	8	Y				

<p>Contractor's activities – risk of injury from slips, trips & falls.</p>	<p>Contractors are required to liaise with the bookings secretary and to advise of imminent work and discuss the appropriate working methods and safety controls before work commences. Wherever possible, work will be booked in when no other hall users are present. Monitor the activity of contractors and report any unsafe activity or conditions to the secretary/chair. Any significant contractor work will mean that the hall will need to be closed to hall users.</p>	2	2	4	Y				
<p>Collision with vehicles – risk of death, cuts, bruises, trapping and crushing.</p>	<p>Committee members are aware of hazards and use appropriate access points such as footpaths etc to avoid contact with traffic. Hall users to be made aware of risks related to parking, entrance near road side via the conditions of hire document and risk assessment being made available to hall users. Children should be supervised at all times with an appropriate ratio of children and adults, the responsibility of arranging this lies with the hall user booking the hall. Caution sign placed inside foyer to warn of road side upon exiting.</p>	2	4	8	Y				
<p>Risk of trips and falls</p>	<p>Equipment laid out to avoid trailing cables. Children advised not to run indoors and supervised by parents/carers at all times. Sensible flat footwear recommended to be worn by all. Committee members and hall users work to maintain a high standard of housekeeping</p>	2	1	2	Y				

	<p>ensuring that any litter or floor contamination (water, dust etc) is regularly removed.</p> <p>Adequate lighting levels are maintained throughout the property.</p> <p>Walkways within the building to be kept free from obstructions and clearly lit.</p> <p>Committee members and hall users required to report any defects.</p> <p>First Aid kits on site.</p>								
Manual Handling – risk of injury from strains, sprains, slips and falls.	<p>Manual handling must be avoided if possible. Request assistance if required. For any prolonged handling, work to share between committee members.</p> <p>Reduce loads to more manageable levels if possible.</p> <p>Committee to consider use of appropriate contractors to carry out significant furniture and equipment removals.</p> <p>Committee members and hall users not to exceed their physical capabilities and to report any injuries/accidents. Manual handling information available in health and safety folder for reference.</p>	2	3	6	Y				
Storage – risk of injury from falling objects	<p>Upper shelves/areas used for storing occasionally used items. Heavier more bulky items stored on lower shelves/areas. Suitable steps or hop-ups should be used when items are stored out of reach.</p>	2	2	4	Y	Rethink of hall storage arrangements to take place and be reorganised as appropriate.			

Working at height	<p>Ensure hall users can get safely to and from where they work at height. Ensure equipment is suitable, stable and strong enough for the job, maintained and checked regularly. Take precautions when working on or near fragile surfaces.</p> <p>Hall users wishing to access the loft must obtain prior permission from SVH Committee and receive “Working at Height” and “Use of Ladders” instruction before accessing the loft space.</p>								
Use of hazardous materials – risk of injury/illness from exposure	<p>Committee members and hall users to avoid using hazardous substances.</p> <p>Substances present reduced hazard if handled as instructed.</p> <p>Cleaners’ materials are well controlled, the least hazardous types have been selected and main cleaning resources locked away.</p> <p>Personal Protective Equipment (PPE) provided as necessary.</p> <p>First Aid kits on site.</p>	1	1	1	Y	Consideration being given to using COSHH protocols in relation to cleaning products. Advice being sought from facilities management company.			
Infection Control	<p>Cleaner will adequately clean all areas and check hall and facilities before/after bookings. Building to be ventilated/windows open as much as possible without compromising thermal comfort.</p> <p>Stagger entry and exit times to avoid congestion and minimise contact.</p> <p>Bodily fluids cleaned up correctly and disinfectant applied.</p>	3	2	6	Y				

	<p>Good hygiene practices (cleaning hands etc) strongly encouraged by all those who use the hall.</p> <p>Hand sanitiser available at key entrances.</p> <p>Sanitation station available in foyer to include basic cleaning materials and sanitiser.</p> <p>Waste bins with lids and foot opening operation in place/ emptied on a regular basis.</p>								
Risk of injury from exposure to adverse weather (sun burn)	Committee members and hall users to wear clothing appropriate to weather conditions.	2	3	6	Y				
Security and safeguarding	<p>Cleaner/bookings secretary to regularly attend hall site and check is secure with all door locks.</p> <p>Hall users agree to secure the building appropriately upon leaving the site.</p> <p>All hall users must first book the hall and a record of this kept by the bookings secretary.</p> <p>Hall user hire agreements in place as appropriate.</p> <p>All children are closely supervised.</p> <p>Hall users agree to have in place own arrangements and are responsible for safeguarding matters.</p> <p>Any accidents are recorded in the accident book.</p> <p>Any incidents of concern reported to the committee for review, or the Police where applicable.</p> <p>Lone working – any committee members using the hall alone must ensure that a family</p>	2	3	6	Y	Additional signage and regular reminders to be sent to users following a spate of occurrences of premises being left unlocked.			

	member/friend is aware of their whereabouts in order to support lone working/raise concern if committee member did not make contact/return home when expected. Anyone lone working to ensure they have a charged/working mobile phone with them.								
Access / Egress – Slips, trips and falls	Disabled access is available. Maintained footpath to the front of the building. External lighting is in place.	2	2	4	Y				
Committee members and any hall users to be aware of risk assessments and guidance/safe systems of work in place, taking responsibility for their own safety and to do what is needed to carry out their duties safely.									

SAFE WORKING METHOD

It is the committee members and hall users responsibility to comply with the safety instructions contained within the Safe Working Method.

Fire threat

Committee members and hall users should be aware of emergency procedures (e.g. location of fire exits, extinguishers and muster points), and how to raise the alarm (i.e. break call points, contacting the emergency services).

Electrical

- Only competent, trained people will maintain electrical equipment.
- All portable equipment should be PA tested by a competent person.
- Any signs of damage/electrical hazards must be reported immediately.
- All electrical equipment must meet appropriate standards, e.g. CE or NIECI Standard.
- Individuals must be aware of any safety precautions and fully understand how to use the electrical equipment prior to use.
- Individuals must also visually check the electrical equipment prior to use for signs of damage/faults. If in doubt advice from a competent person should be sought/any concerns reported to the committee.
- Electrical items should be switched off when not in use.
- Where appropriate, electrical items that could generate heat or act as an ignition source should be suitably positioned, for instance away from other combustible materials.

Work Equipment

- Individuals will only use work equipment, which they are trained and authorised to use.
- Equipment shall be visually checked to ensure that it has been suitably maintained (i.e. evidence of a PAT test sticker, etc).
- The equipment shall not be used where damage or faults are apparent and any such damage or faults must be reported to committee.

Slips, Trips & Falls

- All work areas and pedestrian routes must be kept free from slip/trip hazards, for example trailing cables. No such items should be placed where they may pose a slip or trip hazard.
- All spillages should be dealt with immediately and either made safe or be reported to the committee if significant/cannot be made safe.
- First Aid kit to be made available on site.
- Notice should be taken of hazard signs where cleaners are working.
- Running should be avoided, in order to prevent falls.
- Articles, for example bags, should not be left in pedestrian routes where possible.
- The individual must report any difficulties or safety issues prior to carrying out the task.
- The work environment should be checked to ensure it is safe to lift, for instance there being no slip or trip hazards, suitable lighting, adequate space to manoeuvre, a reduced travel distance, etc.

Manual Handling

- Manual handling must be avoided where at all possible.

- Significant risks should be assessed prior to conducting the activity.
- Where the manual handling cannot be avoided, the load should be reduced as far as possible. Lifting aids should be used where possible. The individual should not exceed their physical lifting capabilities, which should take into consideration any physical or medical vulnerabilities.
- The individual must report any difficulties or safety issues prior to carrying out the task.
- The work environment should be checked to ensure it is safe to lift, for instance there being no slip or trip hazards, suitable lighting, adequate space to manoeuvre, a reduced travel distance, etc.
- The storage of items should be placed so as to avoid manual handling tasks i.e. Heavy loads should be split or located near to the place they are used and stored on waist height shelving where possible.

Hygiene:

- Clean hands frequently and thoroughly using either soap and water or hand sanitiser
- Good respiratory hygiene – ie. Catch it, Bin it, Kill it
- A cleaning regime, particularly frequently touched surfaces, and shared spaces such as toilets
- Always keep occupied spaces well ventilated
- Where necessary, in line with standard infection control precautions, wear appropriate personal protective equipment

Security and lone working

List of emergency contacts available on noticeboards.

Lone working – any committee members using the hall alone must ensure that a family member/friend is aware of their whereabouts in order to support lone working/raise concern if committee member did not make contact/return home when expected.

Anyone lone working to ensure they have a charged mobile phone with them.