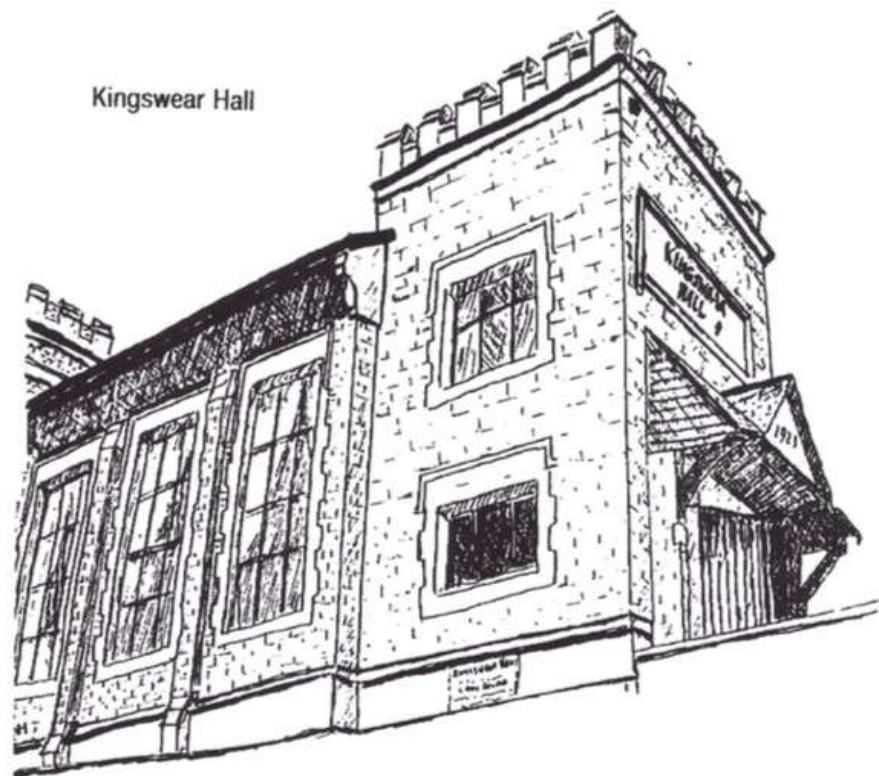


KINGSWEAR VILLAGE HALL

Registered Charity Number

203485

RISK ASSESSMENT



Prepared by: Hilary Bussell

Version: 1

Date: 20/11/2016

Next Review: 20/11/2017

1. Setting the scene

- 1.1 The Management Committee decided to do a risk assessment of the Kingswear Village Hall to control the risks to people who use the Hall and are involved in its maintenance and upkeep.
- 1.2 The Management Committee does not have a legal requirement to record the findings of this risk assessment since fewer than five people work at the Hall. Much of the repair and maintenance at the Hall is done by self-employed contractors who have responsibility for their own health and safety, as well as for other issues like hours they work, financial and tax arrangements.
- 1.3 However , the Management Committee decided that there are sound legal and business reasons to record the findings of the risk assessment and to take steps to make sure that they are brought to the attention of those working or holding an event in the Hall
- 1.4 This Risk Assessment was conducted by the Chairman of the Management Committee.

2. How was the Risk Assessment Done?

- 2.1 The Chairman followed the guidance in Five Steps to risk assessment www.hse.gov.uk/pubns/indg163.pdf
- 2.2 To identify the hazards, the Chairman:
 - Looked at HSE’s web pages for free health and safety advice and guidance for small businesses;
 - Walked round the Hall ;outside and other areas with another member of the Management Committee noting things that might pose a risk and;
 - Spoke to other users of the Hall, and to people who had done jobs at the Hall, to learn from their experience and to get their views on health and safety.
- 2.3 The Chairman wrote down who could be harmed by the hazards and how, wrote down what controls were in place to manage these risks and then compared these to the guidance on HSE’s website.
- 2.4 The findings of the risk assessment are captured in Section 3, this records who was responsible for doing what, and by when. It was decided to tick off each action when it was completed and to record the date when it was done.

- 2.5 The Management Committee decided to review the risk assessment every year, or immediately if any changes occurred to the Hall or how the Hall was used.
- 2.6 Hirers of Kingswear Village Hall will use the Risk Assessment Record form.

3. Risk Assessment

What are the hazards?	Who might be harmed and how?	What are we already doing?	What further action is necessary?	Action by whom?	Action by When?	Done
Slips, trips and falls Caused by uneven surfaces or slippery floors	Users of the Hall contractors. Potential injuries include fractures and bruising	Users advised to clear up spillages immediately	Outside steps need contractor to fix worn steps	Chair	Dec 2018	No
Working at heights	Contractors, users of the Hall installing decorations, drama groups rigging scenery, and lighting. Failing off ladders and means of access	Contractors instructed to follow safe working practices Advice given in H&S policy document	Instructions and obligations to be added to the booking conditions	Booking Secretary	March 2017	
Falling objects e.g. scenery .	Users of the Hall and performers hit by falling heavy objects causing Impact wounds or death	Visual inspections	Users instructed on booking agreements to use safety chains. Scaffolding superstructures to be formally tested and certified	Booking secretary	March 2017	
Poor storage of chairs and tables	Users of the Hall who are setting up or dismantling an event might suffer crush injuries	Reduce the number chairs stacked	Trolleys	Chair	Feb 2017	
Hazardous substances e.g. cleaning products, paints	Hall users, especially young people ,may suffer skin irritation or poisoning	Cleaning products stored in locked dedicated cupboard		Chair	Aug 2016	Yes

What are the hazards?	Who might be harmed and how?	What are we already doing?	What further action is necessary?	Action by whom?	Action by When?	Done
Manual Handling	Users may suffer back injury when moving heavy items e.g. tables and chairs	2 people to move heavy items over 25kg	User to be advise via booking conditions to use appropriate techniques	Booking Secretary	Feb 2017	
Electricity	All users of the Hall risk shocks and burns if equipment or installation were faulty	Fixed wiring periodically inspected, tested and certificated. Portable equipment tested annually Users made aware that they are responsible for their equipment on site and advised to check it Users advised were main distribution board and switches are.	Repeat electrical testing when due Circuits re-tested when modifications made	Treasurer	PAT testing Nov 2017	Yes
Fire	All users of the Hall who might be trapped and suffer burns and smoke inhalation	Fire Risk Assessment done	Ensure actions identified are done	Chair	Ongoing	Yes