

Risk assessment template

Company name: Buckland Newton Village Hall
Kate Parish

Assessment carried out by: Caron White & Kate Parish

Date of next review: November 2022

Date assessment was carried out: 02.11.2021

Amended 2/9/2022

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done |
|---|---|---|---|---|-------------------------------|--|
| <p>Car Park – movement by cars and pedestrians</p> <p>Collision with vehicles leaving car park</p> <p>Uneven surface</p> | <p>Hall users and general public:</p> <ul style="list-style-type: none"> • Uneven surface – trips, slips and falls • Car movement leading to collision with pedestrians | <ul style="list-style-type: none"> • Lighting – there is a movement sensor light positioned above the main entrance that lights up the car park and automatically comes on | <p>Resurfacing – the car park’s surface is uneven and breaking up in places. The drain covers do not comply with building regulations and need to be replaced.</p> <p>Florescent strip to be added to gatepost on</p> | <p>Buckland Newton Village Hall Committee</p> | <p>Spring 2022</p> | <p>Car park resurfaced and drain covers replaced. April 2022</p> |

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| <p>Trees – whole or part of a tree falling.</p> | <p>or other vehicles</p> | <p>when motion is detected.</p> <ul style="list-style-type: none"> • Hall users agreement to include advice regarding safe use of car park for and by users of the Village Hall • General maintenance and clearing of the gutters to prevent overflow and ice build-up on ground. • Monitoring and ensuring all undergrowth is regularly cut back. | <p>patio gates, adjacent to the car park.</p> | | | |

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| | | <ul style="list-style-type: none"> Monitoring of the condition of trees – advice sought and trees cut back where necessary. | | | | |
| <p>Patio Area Uneven surface Potential access to car park and wildlife area</p> | <p>Hall users and general public:</p> <ul style="list-style-type: none"> Uneven surface – trips, slips and falls Potential danger from vehicle collision. | <p>Good outside lighting</p> <p>Patio is fenced off and gated from the main car park and wildlife area</p> <p>Area to be gritted in cold and icy weather if to be used by hall users.</p> | <ul style="list-style-type: none"> Lighting checked monthly. General maintenance and clearing of guttering to prevent overflow and build of ice/surface water. | <p>Buckland Newton Village Hall Committee</p> | <p>2022</p> | |

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| Wildlife area to the rear of the hall - uneven surface | Hall users and general public: <ul style="list-style-type: none"> • Uneven surface – trips, slips and falls | Wildlife area is securely fenced and gated with restricted access. If to be used by hirer's they must pre-visit and undertake their own risk assessment for the area. | Ensure Hall Hirers agreement includes requirement for users to undertake their own risk assessment of the wildlife area if to be used. | Buckland Newton Village Hall Committee | May 2022 | |
| Oil Tank – damage to and leakage | Members of the public, neighbouring properties and the surrounding environment | Oil tank is of modern design Regularly maintained and checked. | Replace tank when necessary/advised by the oil supplier. To be reviewed annually by the Hall Committee | Buckland Newton Village Hall | September 2022 | |
| Stage Area Slips trips and falls | Hall hirers | Keep the floor of the stage area clear and dry - users must clear | The stairs on right hand side of the stage as you face it need the leading | Buckland Newton Village Hall | September 2022 | Tread painted 08/22 |

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| <p>Falls on stairs leading up to the stage</p> <p>Falls from the edge of the stage</p> <p>Falling scenery</p> | | <p>up spillages immediately using cleaning materials provided and access to the stage should only be used during a performance or when absolutely necessary.</p> <p>Handrail is provided on both sides of the stage.</p> <p>Switch on side lights when stage is in use.</p> <p>Users to be aware of the edge of the stage when on the stage and to</p> | <p>edge of the tread. to be painted</p> <p>The stairs on the left hand side of the stage as you face it, the balance weight for the rear stage curtain needs to be secured with a hook.</p> <p>All scenery to be checked before the stage is used and be fire resistant if possible.</p> <p>Hirers to be advised that unsupervised children should not be allowed on the stage.</p> | <p>Committee and Hall Hirers</p> | | |

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| | | <p>always use a safety gap – never work right on the edge of the stage.</p> <p>Users to be told not to jump from the stage.</p> <p>Ensure scenery is secure and tall items should be made lightweight to minimise any possible injury.</p> <p>Stage curtains and drapes are fire resistant.</p> | | | | |

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| <p>Main Hall</p> <p>Working at height, eg – changing light bulbs, maintenance of stage lighting, putting up decorations.</p> <p>Slips, trips and falls.</p> <p>Doors to under-stage cupboards – falling onto open doors that are not securely fastened.</p> | <p>Hall hirers and general public – slips, trips and falls</p> | <p>Users to clear up any spillages immediately using cleaning materials provided.</p> <p>Whenever possible approved contractors should be used to change lights and clean high windows, and they will follow their own HSE procedures. Private hirers are responsible for their own safety when working at height. Reference should be made to the HSE guidance.</p> | <p>Ensure cleaning materials are accessible and clearly available.</p> <p>Ensure that reference is made to the HSE “Working at Height” recommendations in the Hall Hire agreement.</p> <p>Ladders stored at the Hall only to be used by Hall Trustees, approved contractors and hirers with completed risk assessments and permission. Doors to under-stage cupboards – new catches to be provided to secure the doors closed at all times.</p> | <p>Village Hall Committee</p> | <p>Regularly review</p> <p>Cupboard doors to be replaced by summer 2022 work party.</p> | |

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| <p>Risk of trapping fingers when patio doors are open. Also when wooden doors to car park are open.</p> | <p>Hall hirers and general public. Particular concern regarding young children.</p> | <p>Bungees are used to secure the glass doors onto the patio.</p> | <p>Hooks to be installed on wooden doors to secure them open when in use.</p> | <p>Village hall committee</p> | <p>Work to be completed by summer work party 2022</p> | |
| <p>Committee room Slips, trips and falls. Injury caused by carrying heavy items up and down loft ladder.</p> <p>Flap in loft hatch. If trod on by someone in the</p> | <p>Hirers</p> <p>Persons requiring access to equipment stored in the loft.</p> | <p>Only trustees and others with permission to use the loft ladder. Items to be passed up rather than carried. Two people to manoeuvre objects if heavy.</p> <p>Advising those who request access to the loft of the existence of</p> | | <p>Village hall committee</p> <p>Village hall committee</p> | | |

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| loft it may break causing a fall. | | the flap, and that if anything is moved up or down from the loft for two people to be present. | | | | |
| Fire | Hall hirers, general public and neighbouring properties | See separate Fire Risk Assessment | | | | |
| Toilets – overflow and flooding to toilet areas. | Hall hirers and general public | Toilets regularly cleaned and checked. Soap, hand-towels and toilet rolls regularly topped up. | n/a | Buckland Newton Village Hall Committee | Regularly review | |

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| | | Dedicated disabled toilet provided. | | | | |
| <p>Kitchen</p> <p>Scalds and burns</p> <p>Injuries caused by knives and glassware stored in cupboards.</p> <p>Slips and trips</p> | <p>Hall hirers and general public</p> <p>Scolds and burns - touching sides of the kettle, stove and other cooking implements</p> <p>Hot water</p> <p>Injuries from slipping/tripping and falling</p> | <p>Users to be advised - Only four people to be allowed in the kitchen at any one time.</p> <p>All person's under 16 to be accompanied by an adult.</p> <p>Only use the handle on the kettle and the tap on the urn.</p> <p>Use a protective oven glove or mitt when lifting items</p> | <p>Child locks to be installed on kitchen cupboards and cutlery drawers.</p> <p>First Aid Kit to be replaced and maintained – First Aid Station recommended</p> <p>All cleaning materials to be kept out of reach of children.</p> <p>Users to be advised that no-one is to run while in the kitchen. No items to be left on the floor. Spills to be cleaned up immediately.</p> | Buckland Newton Village Hall | May 2022 | First aid kit and accident book replaced. |

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| | | <p>off the stove or from the oven.</p> <p>Refer to Fire Risk Assessment for details of fire risk.</p> | | | | |
| <p>Storage Areas</p> <p>Chair stacks too high.</p> <p>Chairs and tables block fire exit.</p> <p>Ladders leaning against wall.</p> <p>Injury from lifting heavy items on and off high shelves.</p> | <p>Hall hirers and general public</p> <p>Injuries from chairs falling or moving too many chairs at once.</p> <p>Injuries from ladders falling.</p> | <p>Hirers/users to be advised - Chairs to be stacked no higher than 7 chairs in a stack.</p> <p>Chairs to be stored away from fire exit doors.</p> <p>Tables to be stacked and kept away from fire doors.</p> | <p>Storage of ladders to be reviewed with a view to securing the ladders to the wall(s).</p> <p>Storage room at back of stage to be cleared and cleaned and all unnecessary equipment removed.</p> <p>Ideally tables to be stored in the storage room.</p> | <p>Buckland Newton Village Hall Committee, the Youth Club and Little Goslings.</p> | <p>Summer 2022</p> | |

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| | | <p>When moving chairs chair trolley to be used.</p> <p>Heavy items stored on the floor of the store cupboard – not on shelves.</p> | | | | |
| <p>Cloakroom/Utility Area Cleaning materials Glassware Hot tap</p> | <p>Hall hirers and general public</p> <p>Poisoning, chemical burns and skin irritation, cuts from glassware and scolding from hot tap.</p> <p>.</p> | <p>Cleaning Cupboards are kept locked and key stored at height.</p> <p>All glassware to be stored in cupboards with childproof locks.</p> <p>Children under the age of 16 to be</p> | <p>Child locks to be fitted to lower level cupboards to secure glassware.</p> <p>Signage to be placed on cleaning cupboard doors to inform hall users of contents.</p> | <p>Buckland Newton Village Hall Committee</p> | | |

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| | | supervised by an adult at all times. | | | | |
| Asbestos roof covering above the entrance, toilets and cloakroom. | Hirers and general public. Asbestos related diseases. | Leaving the asbestos sheets intact. Roof last inspected 2019. | Inspection of the roof to look for evidence of deterioration. | | | |

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/