

# Health and Safety Risk Assessment – Costock Village Hall

Activity:

Use of Village Hall and Car Park

Activity Outline:

- A Risk Assessment covering common activities within the Village Hall and its grounds
- Hall users will need to review this document and consider if it sufficiently covers their activities and use of Hall equipment (for users hiring the Hall, the Hire Agreement must be read in conjunction with this document)
- If activities/equipment are outside of this assessment, then an additional supplementary RA should be put in place by the user concerned. Contractors working in the Hall to provide their own Risk Assessment

Those at risk/affected parties:

- Hall Users
- Persons undertaking Hall maintenance/upkeep/cleaning
- Visitors
- Contractors

Hazards	Harm associated with the hazard	Risk evaluation in the absence of control measures	Control measures	Risk evaluation with control measures in place
Slips, trips and falls	Muscle damage, broken bones, grazing, bruising etc.	Medium	<ul style="list-style-type: none"> <li>• Highlighting of steps where appropriate</li> <li>• Non-slip mats at entrance hall to prevent rain water being carried into the premises</li> <li>• Walkways and corridors to be kept clear</li> <li>• No trailing electrical wires</li> <li>• All spillages to be cleared up immediately</li> <li>• If this is not possible spillages to be clearly identified to warn other users of the hazard</li> </ul>	Low

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Hazards	Harm associated with the hazard	Risk evaluation in the absence of control measures	Control measures	Risk evaluation with control measures in place
Working at height	Muscle damage, broken bones, grazing, bruising etc.	High	<ul style="list-style-type: none"> <li>Hall ladders/kick stool to be checked before use, any defects reported and ladders taken out of use</li> <li>All ladders must be erected correctly and footed by a second person</li> <li>No outdoor work to be carried out in adverse weather conditions</li> <li>A copy of the HSE guidance on the safe use of ladders is posted on the notice board</li> <li>Persons using ladders to comply with HSE recommendations</li> </ul>	Low
Vehicle movement within carpark	Muscle damage, broken bones, grazing, bruising etc.	Medium	<ul style="list-style-type: none"> <li>Appropriate lighting</li> <li>Gritting salt to be made available</li> </ul>	Low
Cleaning products	Exposure to Biocidal Chemical affecting the skin, eyes or respiratory system and can be harmful if ingested in enough quantity	Medium	<ul style="list-style-type: none"> <li>Appropriate gloves/PPE to be worn</li> <li>No mixing of individual cleaning products</li> <li>When possible irritant products to be replaced with milder alternatives</li> <li>All containers to be clearly labelled and store appropriately</li> </ul>	Low
Electrical	Electric shock, fire	Medium	<ul style="list-style-type: none"> <li>Register of portable equipment to be maintained</li> <li>PAT to take place every two years (last checked 2022)</li> <li>Fixed appliances to be tested 5 yearly (last checked 2022)</li> <li>Servicing of equipment in accordance with manufacturers guidelines</li> <li>New installations carried out by qualified persons, tested and certificated on completion</li> <li>Users to report defects to Committee Member immediately</li> <li>Safety plugs in sockets</li> </ul>	Low

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Hazards	Harm associated with the hazard	Risk evaluation in the absence of control measures	Control measures	Risk evaluation with control measures in place
Manual handling	Muscle damage, broken bones, grazing, bruising etc.	Medium	<ul style="list-style-type: none"> <li>Appropriate equipment to be used and signage followed (e.g. chair/table stacking)</li> <li>Guidance on Manual Handling on notice board to be followed</li> </ul>	Low
Asbestos	Respiratory diseases	Medium	<ul style="list-style-type: none"> <li>A separate risk assessment to be conducted by anyone working on old building fabric above false ceiling height or the warm-air system (remainder of Hall refurbished in 2009)</li> </ul>	Low
Fire	Smoke inhalation, suffocation, burns, death	High	<ul style="list-style-type: none"> <li>Refer to Fire Risk Assessment</li> </ul>	Low
Alcohol	Falling over, inhibited judgement, impaired muscle coordination, unconsciousness	Medium	<ul style="list-style-type: none"> <li>The issue of alcohol prohibited to persons suffering from its effects</li> </ul>	Low
Lone Working	Unable to summon assistance if injured/threatened	Medium	<ul style="list-style-type: none"> <li>Carry a charged mobile phone</li> <li>Make others aware of lone working (use 'buddy' system)</li> <li>No working above ground level</li> </ul>	Low
First Aid	Physical harm to individuals	Low	<ul style="list-style-type: none"> <li>Provision of appropriate and in-date first-aid kit</li> <li>First-aid kit to be appropriately sited/identified</li> <li>Any usage to be reported to the Committee</li> <li>Accident Form to be completed</li> </ul>	Low
Hall Users contracting Covid-19	Physical harm to individuals	Medium	<ul style="list-style-type: none"> <li>Display appropriate posters on notice board and in hand-washing areas</li> <li>Hall users to follow relevant Government guidelines (social-distancing, hand-washing etc.)</li> </ul>	Low

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Partial list of Substances used on Premises

*Large toilet cupboard*

- Toilet cleaner
- Liquid hand soap
- All-purpose cleaner
- Window cleaner (with vinegar)
- Surface cleaner
- Polish

*Kitchen*

- All-purpose cleaner
- Disinfectant spray

*Elsewhere in the Hall*

- Alcohol Gel
- Hand soap

All these products are for domestic use

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Review frequency		
Low: annually	Medium: 3 – 6 months	High: 1 – 3 months

Review Date	Date reviewed	Reviewed by
April 2023	23.04.2023	Bob Simpson
April 2024		

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