

# Health & Safety Risk Assessment: Horsley Village Hall, Pavilion and Grounds

**Date:** 29/12/2008

**Assessed By:** Jon Stride, Pete Stuart

The management committee decided to do a risk assessment of their village hall to control the risks to people who used the hall and were involved in its maintenance and upkeep.

The management committee do not have a legal requirement to record the findings of this risk assessment as we employ less than five people to work at the hall (i.e. maintenance and cleaning). Cleaning and maintenance work is done on an ad-hoc basis and is just a few hours a week.

Hazard	Who might be harmed	Nature of Injury	Risk	Severity	Mitigation	Action:		
						by whom?	When	Status
Slips, trips and falls	Users of the hall, car park, pavilion or surrounding grounds. Also members of the public crossing the village hall site in order to access the playing fields or playground.	Users may suffer injuries such as fractures or bruising if they slip (eg on wet grass, protruding objects, on spillages etc)	medium	low	Car park surface maintained to be as even as possible.	Parish Council	On-going commitment	Road surfaces are poor, especially the access to the Pavilion. The PC and mgmt committee are hoping to resolve this once work on the pavilion is completed.
					Parking spaces for visitors with disabilities available next to hall entrance.	Mgmt Committee	Completed	2 disabled parking signs posted on the wall to the side of the village hall, close to the main entrance
					Good lighting in car park and all rooms and corridors in hall.	Mgmt Committee	Completed	PIR-switched light on main entrance to hall. Flood lighting also available (switch located in entrance hall). We've had complaints in the past from local residents about bright flood lights shining towards their houses, so committee elected not to light the entire car park via a PIR-enabled flood light.
					Users know (through hire agreement) to clear up spillages immediately and know where equipment for this is kept.	Jon Stride	Completed	Notes for Hall users updated accordingly
					Drain cover in car park may be a trip hazard.	Jon Stride	Completed	Check the new cover is still secure and sound.

					Mats at entrances to stop rain water being carried in.	Mgmt Committee	Completed	Rubber-backed mats are placed (and maintained) by the front entrance. Fibre mats are inlaid in the floor by the rear fire-doors (which are frequently used for access). There is no mat by the kitchen door, but this is primarily used as an emergence exit and frequent use is discouraged.
					No storage in corridors.	Mgmt Committee	Monitored regularly	
					No trailing electrical leads/cables.	Mgmt Committee	Monitored regularly	

Work at height	Anyone working at any height	Users may suffer injuries, possibly very serious ones, should they fall.	small	high	Appropriate, commercial stepladder securely stored and available for use.	Mgmt Committee	Completed	
					Hall users know (through hire agreement) that they are responsible for using the stepladder safely.	Jon Stride	Completed	Notes for Hall users updated accordingly
					Hall committee members and cleaner know how to use the stepladder safely.	Mgmt Committee	Monitored regularly	

					Entrance/exit to car park clearly marked.	Mgmt Committee	TBC	Need to put up signs or a gate once Pavilion is complete, to deter traffic along the side road
					For large events, parking controlled by marshals wearing high-visibility vests.	Jon Stride	Completed	Notes for Hall users updated accordingly

Vehicle movement	Pedestrians using the paths or road in front of or between then two buildings. Drivers of vehicles using the car park.	Pedestrians could suffer serious injury if struck by cars entering/leaving car park or moving in it.	high	high	Car park well lit.	Jon Stride	Lighting considered suitable.	PIR-switched light on main entrance to hall. Flood lighting also available (switch located in entrance hall). We've had complaints in the past from local residents about bright flood lights shining towards their houses, so committee elected not to light the entire car park via a PIR-enabled flood light.
					No separate pedestrian access to playing fields	Mgmt Committee	28/02/2009	This is a requirement of the planning permission for the pavilion and will be address by the Mgmt Committee and PC early in 2009 once the Pavilion is complete.
					Foot path from the Church grounds (that exits onto the Pavilion drive to the side of the village hall) is used regularly (especially by the school). A gate needs to be erected to ensure either cars or pedestrians stop at this point and check crossing is clear.	Jon Stride	TBC	To be decided at a later date, afterlandscaping is completed
					Advise users of hall, through hire agreement, to consider whether they need to control car parking.	Jon Stride	Completed	Notes for Hall users updated accordingly

Electricity	Any hall users, using electrical equipment	Risk of electrocution and/or burns.	low	high	Fixed installation correctly installed by qualified electrician, and inspected regularly.	Secretary	TBC	
					All repairs by qualified electrician.	Mgmt Committee	Monitored regularly	
					Safety plugs in sockets.	Jon Stride	Completed	Check all sockets
					Portable equipment checked for visual signs of damage before use.	Jon Stride	Completed	Part of basic HSE guidelines. Information added to notes for hall users
					Hall users know they are responsible for any equipment used on site.	Jon Stride	Completed	Notes for Hall users updated accordingly

					Make sure hall users know where the fuse box is and how to switch supply off in an emergency.	Jon Stride	TBC	Post useage/maintenance information guide on notice board inside the hall, to include "how to access fuse box".
Stored equipment	Any hall users	Users may be harmed by sharp, protruding or falling objects.	low	low	Ensure users know how and where to store tables and chairs.	Jon Stride	Completed	Part of checklist given to all users
					Ensure objects are stacked on the shelves in the storeroom safely.	Jon Stride	On-Going Commitments	Part of checklist given to all users
					Ensure kitchen knives are stored away in drawers and are out of the reach of small children	Jon Stride	Completed	Part of checklist given to all users
					Ensure the entrance area, kitchen and main hall are kept clear of furniture and other objects when not actively in use.	Jon Stride	On-Going Commitments	Part of checklist given to all users
Asbestos	Any hall users coming into direct contact with asbestos building materials or dust	Asbestos only poses a risk if fibres are released into air and inhaled. Maintenance workers are most at risk.	low	low	We do not believe there is any asbestos within the village hall	Secretary	Completed	Confirmed by Committee
Fire	Any hall users	Users may become trapped during a fire. Users may suffer injuries or death through smoke inhalation and/or burns.	low	high	Ensure the actions identified as necessary by the fire risk assessment are done.	Jon Stride	Completed	See separate Fire Risk Assessment