

# Alstonefield Village Hall Risk Assessment

## General Risk Assessment Information

A risk assessment is required by law to keep people safe.

- a means by which management committee ensures that the building complies with Health and Safety legislation.
- Offers protection to committee members from liability in case of fire or accident
- Welcomed by insurers
- Avoids public liability claims by users, thereby protecting insurance premiums.

General Risk assessment = a careful examination of what could cause harm to people so that the committee can weigh up whether sufficient precautions have been or should be taken to prevent harm, according to the risk that is posed by the hazard.

Risk assessment is undertaken by walking round the whole premises, including car park, entrance and surrounds, main hall, kitchen, meeting room, toilets, boiler, and storage cupboards to check for hazards (concentrating on anything that could cause serious harm or affect several people) applying common sense;-

What could go wrong?

What would be consequences and for whom?

What could be done to make sure it doesn't go wrong?

## **Five steps to risk assessment:-**

- Step One** – LOOK FOR THE HAZARDS. Assess the likelihood of the hazard occurring and score from 1(rare) to 5 (almost certain)  
1= rare 2= unlikely 3= possible 4= likely 5= almost certain
- Step Two** - DECIDE WHO MIGHT BE HARMED AND HOW. Children cf. adults cf disabled cf infirm. Assess the consequence of possible injury and score from 1 to 5. 1 = negligible 2 = minor 3 = moderate 4 = major 5 = catastrophic
- Step Three** – EVALUATE THE RISKS AND DECIDE WHETHER EXISTING PRECAUTIONS ARE ADEQUATE OR IF MORE SHOULD BE DONE. Risk rating calculated by multiplying the scores from steps one and two. The multiplication answer is then looked up on the risk matrix (below) **A risk rating of 10 or more will require immediate action. A risk rating of 15 or more require that the village hall is shut until the risk has been reduced.** Draw up a list of things that need to be done, giving priority to the highest risk or that which involves most people. How can the risk be controlled so that harm is unlikely? Act under principles below:-
  - Try a less risky option
  - Prevent access to the hazard
  - Organise to reduce exposure to the hazard
  - Issue personal protective equipment
  - Provide welfare facilities such as first aid.
- Step four** – RECORD FINDINGS. Include satisfactory checks as well as points needing action. Keep the records to defend any claim for public liability CoSHH and asbestos risk assessments must be kept for 40 years. Report the results to the management committee.

- (v) **Step five – REVIEW THE ASSESSMENT REGULARLY AND REVISE IT IF NECESSARY** e.g if there has been an accident or if circumstances change e.g. if building work has been undertaken. Always review every two years anyway.

		Likelihood				
		1 - Rare	2 - Unlikely	3 - Possible	4 - Likely	5 - Almost Certain
Consequence	5 - Catastrophic	5 - Moderate	10 - High	15 - High	20 - Extreme	25 - Extreme
	4 - Major	4 - Moderate	8 - Moderate	12 - High	16 - Extreme	20 - Extreme
	3 - Moderate	3 - Low	6 - Moderate	9 - Moderate	12 - High	15 - High
	2 - Minor	2 - Low	4 - Moderate	6 - Moderate	8 - Moderate	10 - High
	1 - Negligible	1 Low	2 - Low	3 - Low	4 - Moderate	5 - Moderate

Common Problems to address at village halls in general:

- Roofs easy to climb on?
- Lack of restraint for boilers which need strapping so they cannot fall.
- Cleaning materials, mops brooms tools should be locked away when not in use.
- Provide warning signs in key places e.g. no children in the kitchen except for supervised food preparation – do not stack chairs more than 4 high in store room.
- Stage sides and steps should be clearly marked with white tape or paint and moveable stage steps secured by bolts or hooks
- Combustible materials stored in boiler rooms.
- Check for signs of asbestos and if present set up system for monitoring its condition.

**Special Risk Assessment for  
Fire Hazards;**

**Legionnaires' disease** associated with larger water systems.

First Aid Box.

Contents of the first aid kit are listed in the first aid folder with the checklists. This is kept up to date as according to current legislation.

Located in kitchen. First aid box contents are checked 3 monthly and records kept

Information for Hirers sheet contains information about where to get help in an emergency.

**Recording Accidents/Incidents.**

RIDDOR 1995 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations require those in control of village halls to **record and report** death or major injury, an injury causing someone more the 3 days off work, a work-related disease, a dangerous occurrence, and any injury requiring hospitalisation.

Incidents should be reported to the Incident Contact Centre (ICC) on 03245 300 9923 or online at <https://www.hse.gov.uk/riddor/> (Monday to Friday 8.30am – 5pm)

Record in Accident Book consisting of single record sheets numbered in sequence and removed for safe keeping. The cause of all accidents must be investigated by the committee and measures taken to reduce the risk of recurrence. Accident book located in kitchen.

## General Risk Assessment of Alstonefield Village Hall and surrounds – November 2019

Repeat Risk Assessment 12<sup>th</sup> November 2019 by village hall committee members:  
Martin Snodin, Ken Sharples, Margaret Cohen and Joanna Griffin.

Area	Hazards	How often?	Severity	Risk Rating Must Act if over 15	Present control measures adequate Y/N	Control measures in place and suggested improvements
<b>Car Park</b>	1. Large tree: risk of falling branch damage to property and people.	Rare (1)	Major (4)	4	Yes	<b>Liaise with Parish Council to obtain inspection of all trees on green and car parks.</b> Due every 5 years. Last done 17 <sup>th</sup> November 2014  Warning already there. Grit bin provided and used if an event is required.
	..... 2. Icy conditions. Steep slope down to road, risk of pedestrians and cars skidding causing injury.	... Possible (3)	..... Moderate (3)	..... 9	..... Y	
<b>Exterior: footpaths and steps</b>	1. Slips, trips and falls along path and 2 steps to gate.	Unlikely (2)	Major (4)	8	Yes	Fixed strong hand rails and lighting provided. <b>Will clean steps and path with Algon – Action Martin Snodin</b>
<b>Old School Garden</b>	Slips, trips and falls in garden. Garden was clear and tidy  Stings or cuts from plants	Unlikely (2)	Major (4)	8	Yes	Maintenance – paths are kept clear and bushes cut back by gardeners. <b>Continued maintenance and care by gardening team</b>
<b>Upstairs Loft</b>	1. Low sloping ceiling danger of banging head.	Possible (3)	Minor (2)	6	Yes	Clear notices ‘MIND YOUR HEAD’ on walls and sloping ceiling at top of stairs. Lighting is sufficient  Smoke alarm in situ. Loft is not a place for permanent occupancy. Loft not part of hiring agreements, so only used for storage.
	..... 2. Isolated from main hall so not aware of any problem in rest of building e.g fire	..... Low (1)	..... Major (4)	..... 4	..... Yes	

<b>Main Hall</b>	2. Children special risks. Electric plugs low down, children risk of shock. Children shutting fingers in doors	Low (1)	Major (4)	4	Yes	Decided to remove plug socket covers as recent articles including info from Institute of Engineering and technology suggest it is more of a risk to use plug covers. All removed. Finger stoppers in place on all doors – all working Toddler group and other users with children reminded of safety associated with children in the hall. Signs to exclude children from the kitchen area where there are many risks. Door locks used on cleaning cupboards.
	..... 3. Fire doors to be kept clear. Ensure easy exit in emergency.	..... Low (1)	..... Major (4)	..... 4	..... Yes	..... <b>Yellow/black lines in rectangle on floor by door to keep clear. Needs to be redone – Action Martin Snodin</b> .....
	..... 4. Some chairs <u>stacked 5 deep</u> . Risk of falling chairs causing injury. Musculoskeletal injury when moving chairs that high.	..... Possible (3)	..... Major (4)	..... 12	..... Yes	..... Notices in place wherever chairs are stacked and in conditions of hire, which comply with HSE recommendations. Trolley provided for moving stacks of chairs.
<b>Meeting Room and cleaning cupboard</b>	1. Dangerous chemicals, (bleach) stored in unlocked cupboard at floor level. Danger of poisoning.	Unlikely (2)	Major (4)	8	Yes	Child proof lock present on cupboards. All hazardous bottles come with child-proof locks and they are stored with lids secured.
<b>Kitchen</b>	1. Dangerous chemicals (dishwasher cleaner etc) stored in unlocked cupboard under sink	Unlikely (2)	Major (4)	8	No	Notice saying no children allowed in kitchen area. This is also in the conditions of hire. Lockable door on kitchen to prevent unauthorised entrance. CoSHH Regulations are complete, notice on board. Child locks on cupboards under sink.
	2. Burns and scalds from cooker and grill.	Possible (3)	Moderate (3)	9	Yes	Fire blanket and extinguishers in kitchen near cooker. Extinguishers checked regularly. Isolation switch present to prevent unintentional turning on of the hobs. Nothing stored on the hobs,

<b>Kitchen</b> (cont)	..... 3.Hot water causing scalds	..... Unlikely (2)	..... Moderate (3)	..... 4	..... Yes.	nor is surface used as a work space. ..... Under counter water heater now in use which is a lower temperature. So water from tap is not hot enough to cause scalds. Non-slip trays in place for when carrying hot drinks to the hall.
	..... 4. Food preparation in kitchen. Danger of food poisoning or allergies.	..... Possible (3)	..... Catastr ophic (5)	..... 15	..... Yes	..... Cleaning products provided. Food and hygiene training up to date. Different chopping boards present for different food types. Clearly labelled. Notices about food allergies in place when committee are hosting an event. They are clearly displayed during an event.
	..... 5. Cuts from knives and sharp equipment	..... Unlikely (2)	..... Moderate (3)	..... 6	..... Yes	..... Knives in protective sheaths. Box of knives kept in store cupboard and not in the main drawer. Children not allowed in kitchen. Lockable door on kitchen to stop unauthorised entry
<b>Across hall</b>	Slips, trips and falls	Unlikely (2)	Moderate (3)	6	Yes	Floors kept dry and cleaned regularly. Floors and facilities well maintained.
<b>Across hall</b>	1. Lone working. Falls from height	Unlikely (2)	Major (4)	8	Yes	Advise contractors to have mobile phone and preferably work in pairs. Ladder inspected before use and kept in good condition.

Boiler room	Risk of fire from oil tank	Unlikely (1)	Catastr ophic (5)	5	Yes	Bunded tank present and visually checked annually. Sufficient lighting present. Boiler room has separate entrance to main hall. It is a locked room with minimal access granted.
<b>Portable Staging</b>	1.Falls from height. Musculoskeletal injury from moving heavy staging	Possible (3)	Major (4)	12	Yes	Edging blocks are all marked with yellow and black tape. Two steady steps provided. Trolley is moveable for erection of staging. Concert team aware of good manual handling procedures. No formal training, but it has been discussed verbally.
<b>Portable appliances</b>	Risk of electrocution from poorly maintained appliances.	Unlikely (2)	Major (4)	8	Yes	PAT testing performed every 2 years and records kept. One small heater is used for concert nights. This is only for use by concert team and is stored away from hall hirers when not in use. This has a safety trip if it falls over.

## Special risks and Action points.

### 1. Fire Risk. See also fire prevention document for Alstonefield Village Hall

(a) **Arson prevention by security from intruders**- On discussion by the committee an intruder alarm system was not felt advisable. **However, a security system is installed but not active, to act as a visual deterrent.**

Rubbish is cleared regularly from premises of hall and surrounding area.

Windows and external doors are secure.

(b) **Electrical hazards.** -Bi-annual check of cables and appliances is undertaken by competent electrician under contract. Plugs were all free from signs of heating. **PET testing undertaken July 2018**

(c) **Smoking** – No smoking notices are displayed at the entrance to premises.

(d) **Curtains** in the hall are of flame retardant material, and do not reach floor. There are no curtains in the kitchen.

(e) **Cooking**- a Fire blanket is prominently displayed on wall in kitchen not far from the cooker. Foam and CO<sub>2</sub> fire extinguishers are near the door to the kitchen and together with foam extinguishers near both exits to the hall, they are checked annually and recorded.

(f) **Bowls club mats.** These are of fire resistant material for at least 60 minutes. These are kept in good condition by the bowls club.

- (g) **Escape routes and fire doors.** The three fire doors are all working. All are sufficiently wide for disabled egress, and clearly marked with signs. When the playgroup is in the hall, exit doors are locked but the keys are kept in the lock on the inside. For all other users, hirers are instructed to unlock all exit doors at the start of their meeting/event, and lock them afterwards. There is no fixed seating in the hall. Chairs are stacked along the wall when not in use. The internal fire doors in the corridors are all self-closing.
- (h) **Emergency lighting system.** This is checked regularly.
- (i) **Smoke alarms.** Smoke alarms are installed in the upstairs storage loft. Smoke alarms situated in meeting room, hallway and loft. Possibility of needing a heat alarm in the kitchen – **action at next meeting, JG**
- (j) **Fire instruction notices.** These are displayed in notice board of kitchen and main hall. Knowledge of routine in case of fire, raising the alarm, calling fire brigade and supervision evacuation of building must be responsibility of hirer and agreed in signed hire agreement. Wi-fi available for phone calls or will have to find a neighbouring house if Wi-Fi not working as phone box has now gone.
- (k) **Training – members of the committee should be re-trained in the use of the fire extinguishers and other fire prevention equipment.**

**2. First Aid Boxes.** A new large first aid box is fixed to the wall in the kitchen **and checked every three months.**

**3. CoSHH Regulations.** Toxic materials present. An inventory is required under the regulations and safe storage. Child locks in the meeting room cupboard, and now are placed on the Kitchen cupboards. **Action – Jo Griffin**

**4 Legionnaires Disease** – Alstonefield village hall has instant water heaters heating water at the point of use for washing up. No stagnation in this system. All cisterns in the toilets are properly covered and the system in the men's toilet flushes automatically at intervals, so there is no stagnation. Water temperature here is below 20 degrees. There are no showers. Therefore, the water in the village hall carries a very low risk of contamination by legionella bacillus.

### Action Points at or before next committee meeting on 9. 01. 2019

1. Do we need a heat alarm in the kitchen?
2. Fire extinguisher service due – January 2020
3. Fire equipment training required for all committee members.
4. COSHH list needs checking.
5. Update and review hall hirer conditions and rental forms
6. Liaise with Parish Council regarding tree inspections