

# Darsham Village Hall Risk Assessment

## Setting the scene

The Village Hall (VH) Management Committee decided to do a risk assessment of Darsham Village Hall to control the risks to people who use the Hall and are involved in its maintenance and upkeep.

The Management Committee does not have a legal requirement to record the findings of this risk assessment as fewer than five people work at the Hall. Much of the repair and maintenance work 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 the hours they work and their financial and tax arrangements.

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.

The Treasurer of the Management Committee assisted with the risk assessment.

## How was the risk assessment done?

The guidance in Five Steps to risk assessment was followed: [Steps to risk assessment HSE](#) and the following template

1. To identify the hazards the following steps were taken:
  - a. Review of the HSE's web pages for free health and safety advice and guidance for small businesses.
  - a. Review of the Hall, car park and other areas with another member of the Management Committee noting things that might pose a risk.
  - a. Users of the Hall consulted to learn from their experience and to get their views on health and safety.
2. The findings were then recorded noting who could be harmed by the hazards and how.
3. Control measures have been documented to manage these risks and then compared these to the guidance on HSE's website.
4. Findings of the risk assessment have been put into practice, writing down 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.
5. The findings were discussed with the Management Committee. The committee decided to put in place all the additional risk controls highlighted. They also decided that the risk assessment would be shown to all workers doing jobs at the Hall, and published on the web site Darsham VH Facebook page that it would be discussed with the representatives of all groups using the Hall for the first time. 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.

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?
<p><b>Slips, trips and falls</b> Caused by uneven surfaces or slippery floors.</p>	Users of the Hall, contractors.	<p>Car park has been surfaced with tarmac to eliminate trip hazards. Salt available wherever possible to clear ice – available in car park. Parking spaces x 3 for users with disabilities closest to Hall. Users advised within hirer’s agreement to clear up spillages immediately in all areas of the village hall. Regular cleaner employed and given specific duties to maintain floor’s integrity.</p>	<ul style="list-style-type: none"> <li>• Ensure salt is available during winter months to reduce the risk of slips and trips.</li> <li>• Mark out car park where bicycle rack sits to avoid cars hitting it.</li> <li>• Possibly decrease intervals between cleaning regimes to ensure integrity of the VH floor.</li> </ul>	<p>DT</p> <p>DT</p> <p>JE + HB</p>	<p>December 2023</p> <p>December 2023</p> <p>December 2023</p>
<b>Working at height</b>	Contractors, users of the Hall installing decorations, scenery and lighting.	Contractors instructed to follow safe working practices and provide Risk Assessments and Method Statements before any remedial work started. This also applies to major groups using the Hall, e.g., Advice given in our H&S policy document.	<ul style="list-style-type: none"> <li>• Ensure contractors provide adequate risk assessments and have evidence of their own liability insurance <b>prior</b> to work at the VH.</li> <li>• Ensure only competent people install any equipment.</li> </ul>	JE +HB	Ongoing commitment
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?
<b>Falling objects, e.g., stage lighting</b>	Users of the Hall and performers hit by falling heavy objects	Visual inspections of any equipment and ensuring that any equipment is only installed by competent persons – see hirers’ agreement.	<ul style="list-style-type: none"> <li>• Ensure hirer’s agreement available and that it is signed <b>prior</b> to usage of VH.</li> </ul>	JE + HB	Ongoing commitment

<b>Poor storage of tables and chairs</b>	Users of Hall who are setting up or dismantling an event might suffer strains and crush injuries.	Track system has been reviewed and repaired and is labelled as not to be moved. Provide information on manual handling and safe storage of tables and chairs in a visible place.	<ul style="list-style-type: none"> <li>• Additional information needed for users re tables' weight and how to stack chairs i.e., no more than 4 of the same type to be piled up.</li> <li>• Table weight to be displayed to allow people to decide if they feel able to move them.</li> <li>• Fire doors and extinguishers must not be obscured by chairs at any time – signage required.</li> </ul>	DT  DT  DT	December 2023  December 2023  December 2023
<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are we already doing?</b>	<b>What further action is necessary?</b>	<b>Action by whom?</b>	<b>Action by when?</b>
<b>Manual handling</b>	Users may suffer back injury when moving heavy items, e.g., tables and chairs	Provide more information re movement of tables and weights involved in moving these items.	<ul style="list-style-type: none"> <li>• Manual handling information to be displayed in the VH.</li> <li>• Ensure hirers are aware of safe use of tables and chairs.</li> </ul>	DT  JE + HB	December 2023  Ongoing

<b>Fire</b>	All users of the Hall who might be trapped and suffer burns and smoke inhalation.	Fire risk assessment done. Fire extinguishers situated around the building (see diagram) and fire blanket available in kitchen close to cooker.	<ul style="list-style-type: none"> <li>• Fire extinguishers to be serviced every 12 months.</li> </ul>	DT	Ongoing
<b>Hazardous substances e.g., cleaning products and paints. Cooking activities in the kitchen</b>	VH users especially vulnerable or young users may suffer skin irritation or poisoning. Children may be harmed by knives or cooking activities	Cleaning products to be stored in the cleaner's cupboard on a high shelf and only small quantities to be kept.	<ul style="list-style-type: none"> <li>• Ensure users and cleaner understand the importance of safe storage of chemicals and equipment.</li> <li>• Children to be excluded from the kitchen and storage cupboards – clear signage needed to reflect this.</li> </ul>	JE + HB  DT	December 2023  December 2023
<b>Electricity</b>	All users need to be aware of the risks of electricity if any installations are faulty	Fixed wiring periodically inspected. PAT testing to be completed annually. Users to be made aware that they are responsible for their equipment on site and the need for this to be checked regularly for any defaults in cable or wiring.	<ul style="list-style-type: none"> <li>• Ensure fixed wiring testing completed at 5 yearly intervals</li> <li>• Record dates of PAT testing</li> </ul>	DT  DT	Diarised date for 2025  May 2023

<b>General security of VH</b>	Vandalism may be a problem if the VH is not secured adequately.	Only trusted members of the community are allowed to access the VH using key safe. Gates are closed at night and after users depart.	<ul style="list-style-type: none"><li>• Install CCTV with signage</li></ul>	PR	Q1 2024
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