

# STAVERTON VILLAGE HALL RISK ASSESSMENT

## **To be issued to all Hirers, Users of the Hall and the Committee**

Staverton Village Hall Management Committee (SVHMC) will provide a safe environment.

This Risk Assessment (RA) will be displayed in the Hall entrance, on the website and reviewed/updated as required and inline with any new government mandates or advice.

This document should be read in conjunction with relevant legislation and guidance issued by the government, local authorities and the hirers' own governing body.

This document is not exhaustive and SVHMC cannot be held responsible for any errors or omissions, factual or otherwise arising from reliance on it.

**Severity 1** Trivial injury, **2** Minor injury, **3** Major injury, **4** Major injury many people, **5** Death of one person, **6** Multiple Deaths

<b>Hazard</b>	<b>Areas</b>	<b>Who</b>	<b>Risk identified</b>	<b>Severity</b>	<b>Action taken</b>
Viruses	All	Committee members, Public, Sub Contractors	Viruses on surfaces Large areas of worktops to clean  Disposing of rubbish, cleaning cloth and tissues correctly.  Warm steam from the dishwasher could spread viruses.  Damp tea towels, spread contamination  Events and collection/handling of cash	1-6	Abide by current government guidelines· Regular cleaning by sub contractor Cleaner and Hirers provided with tissues and cloths. Bins for disposal of tissues and cloth.  Adhere to space capacity  Ventilate area using extractor Users should not stand over the dishwasher when opening the door  Removal of used tea towels  Hand sanitiser available Wash hands thoroughly and regularly
Trips, slips and falls	All	Committee members, Public, Sub Contractors	Poor maintenance  Faulty lights No lighting  Wet floors  Loose mats	1-5	Weekly Hall checks by Committee member  Emergency lighting should be activated in the event of a power cut Advise wearing of suitable footwear  Wet floor signage

			Icy external walkways in winter Floor Contamination		Seasonal care of external walkways  Timed external lighting, step edge highlighted To be reported immediately the problem is discovered  First aid kit in Kitchen regularly checked
Road accident	Outside	Committee members, Public, Sub Contractors	Poor Visibility Poor parking	1-5	Outdoor lighting  First aid kit in Kitchen regularly checked
Moving furniture	All	Committee members, Public, Sub Contractors	Heavy weight Hand injuries Excessive furniture stacking	1-3	Hirers advised to have two designated furniture supervisors Instructions and diagrams of furniture safe storage Trolley for moving chairs  First aid kit in Kitchen regularly checked
Blocked fire exits	All	Committee members, Public, Sub Contractors	Restricted evacuation	1-6	Hirers to check during booking Regular checks by designated committee person Fire Exits labeled with correct signage
Faulty fire safety equipment	Indoors	Committee members, Public, Sub Contractors	Not fit for purpose	1-6	Regular checks by designated committee person  First aid kit in Kitchen regularly checked
Incorrect fire appliance at fire point fire equipment	Indoors	Committee members, Public, Sub Contractors	Poor information for users	1-6	Regular checks by designated committee person Specific firepoint and appliance labels Hirers to check at start of booking Formal bi-annual inspection by a correctly qualified organisation
Electric wall heaters	Main Hall	Committee members, Public, Sub Contractors	Faulty appliance Used/Damaged/Tampered with	1-3	Hirers to check at start of booking Regular checks by designated committee person Supervise children  First aid kit in Kitchen regularly checked

Poor signage and instructions	All	Committee members, Public, Sub Contractors	Poor/diminished/degraded information for users	1-3	Signage reviewed on annual basis Signs labeled and checked against inventory to ensure present and fit for purpose Regular checks by designated committee person
Hot surfaces	Kitchen	Committee members, Public, Sub Contractors	Burns	1-3	Hirers to warn users at start of booking Hirer to nominate manage for areas with hot surfaces (kitchen) Regular checks by designated committee person First Aid kit in Kitchen regularly checked
Food Hygiene	Kitchen Main Hall	Committee members, Public, Sub Contractors	Illness Contamination	1-6	Kitchen cleaned between users Remove/isolate used tea towels Remove rubbish at end of days booking First Aid kit in Kitchen regularly checked
Sharps implements	Kitchen Main hall	Committee members, Public, Sub Contractors	Cuts	1-3	Hirers to warn users of risk at start of booking Hirer to nominate manage for areas with sharps and risk of cuts (kitchen) Regular checks by designated committee person First aid kit in Kitchen regularly checked
Hazardous Cleaning equipment	All	Committee members, Public, Sub Contractors	Spillage Storage	1-3,5	Locked in cleaning cupboard out of reach of minors Children kept out of the Kitchen Hirers to check during every booking Regular checks by designated committee person First Aid kit in Kitchen regularly checked
Boiling water	Kitchen	Committee members Public Sub Contractors	Burns	1-3	Hirers to warn users of risk at start of booking Hirer to nominate manage for areas with boiling/hot water Children kept out of the Kitchen Hirers to check during every booking Regular checks by designated committee person First Aid kit in Kitchen regularly checked
Dangling leads	All	Committee members, Public, Sub Contractors	Causing injury	1-3	Hirers to check during every booking and remove risk or warn of danger First Aid kit in Kitchen regularly checked Regular checks by designated committee person

Faulty electrical equipment	Indoors	Committee members, Public, Sub Contractors	Causing Injuries	1-3,5	Hirers to check during every booking and be conscious of treatment for injury and procedure for dealing with an injury caused by electrocution Regular checks by designated committee person of fixed and portable electrical appliances First Aid kit in Kitchen regularly checked
Access to Children	Kitchen	Under 12s	Causing injuries	1-3	Children kept out of the Kitchen Hirers to manage during every booking Regular checks by designated committee person
Disposal of Waste	All Areas	Committee members, Public, Sub Contractors	Waste contamination Nappies contamination Offensive odors	1-3	Hirers to manage generated waste/rubbish during booking Regular checks by designated committee person
Maintenance and Working alone	All	Committee members, Sub Contractors	Causing injury	1-3,5	First Aid kit in Kitchen regularly checked Notification of working alone to competent person Avoidance of unnecessary working alone practices
Maintenance-Working at height	All	Committee members Sub Contractors	Causing Injury	1-3,5	First aid kit in Kitchen regularly checked Notification of working alone to competent person No working alone at height
Poor storage of items	All	Committee members Public Sub Contractors	Causing injury	1-3,5	Hirers to check during every booking Regular checks by designated committee person Good practice for equipment storage with suitable facilities provided and guides for use
Outside	Car park paths exterior areas	Committee members, Public, Sub Contractors	People smoking, congregating before entering / leaving the premises. Parking area not big enough People drop rubbish / cigarette butts etc	1-3,5	Ensure external area is kept clean and free from rubbish Hirers to remind attendees to park sensibly Encourage attendees to move into hall on arrival  Neighbor(s) to be emailed to advise of booking per month to avoid unnecessary congestion where possible  Hirers responsible to keep outside areas clear of debris

					and dispose of correctly as per Hire Agreement/Condition
Security incident	All	Committee members, Public, Sub Contractors	Break in Terrorism Radicalisation	low	Changing door lock code regularly Contact the police