

## Health and Safety Risk Assessment for Otterhampton Village Hall

Date of Assessment 12<sup>th</sup> July 2017

Risk Assessment produced by Committee

The purpose of the Risk Assessment is to control the risk to the people that use the hall and those who are involved in cleaning, maintenance and its upkeep. Each user must conduct their own assessment, taking into account any risks they may introduce as a result of their activities during the hire period.

Hazard	Who might be harmed and how?	Nature of Injury	Risk	Severity	Mitigation	Action		
			High/Low/Medium	High/Low / Medium		By whom	When	Status
<b>Slips, Trips and falls</b>	<ul style="list-style-type: none"> <li>Users of the hall</li> <li>Maintenance/hall upkeep people</li> </ul> <p>How? May slip on spillages or trip over objects.</p>	Bruising, grazing, strains or broken body parts	Low	High	<ul style="list-style-type: none"> <li>No storage in corridors</li> </ul>	Users	At time of use	Regular checks
					<ul style="list-style-type: none"> <li>Good lighting in all areas of premises</li> </ul>	Committee	Weekly	Regular Checks
					<ul style="list-style-type: none"> <li>Mat at entrance door to prevent rain water being carried into the premises</li> </ul>	Committee	Done	Done
					<ul style="list-style-type: none"> <li>No trailing electric cables</li> </ul>	Hirer	At time of use	Regular checks
					<ul style="list-style-type: none"> <li>All spillages to be cleaned up immediately, if not possible spillages to be clearly identified to warn users of the hazard</li> </ul>	Hirer	At time of use	Regular checks
<b>Concrete diamond in skittle alley</b>	<ul style="list-style-type: none"> <li>Skittle alley users or during a fire evacuation</li> </ul>	Bruising, strains or broken body parts	Medium	High	<ul style="list-style-type: none"> <li>Re-lay concrete diamond</li> </ul>	Contractor	TBA	Done
<b>Working at a height</b>	<ul style="list-style-type: none"> <li>Users of hall</li> <li>Maintenance/hall upkeep who are above floor level, e.g. changing light bulbs, cleaning windows, putting up decorations.</li> </ul>	Bruising, grazing, strains or broken body parts	Medium	High	<ul style="list-style-type: none"> <li>All ladders to be checked before use</li> </ul>	Individual using equipment	At time of use	At time of use
					<ul style="list-style-type: none"> <li>All ladders must be erected correctly and footed by a second person</li> </ul> <p><i>Continued overleaf/.....</i></p>	Individual using equipment	At time of use	At time of use

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<b>Working at a Height (continued)</b>					<ul style="list-style-type: none"> <li>A copy of the HSE guidance on the safe use of ladders is posted on the notice board.</li> </ul>	Audrey	August 2017	Done
					<ul style="list-style-type: none"> <li>Users to carry out their own risk assessment relative to the use of the hall and any equipment they may introduce during the hire period</li> </ul>	OVH committee/ Hirer	At time of use	At time of use
<b>Hazardous Substances</b>	<ul style="list-style-type: none"> <li>Users of hall</li> <li>Maintenance/hall upkeep</li> <li>Cleaner</li> <li>People with skin problems</li> <li>People with allergies</li> </ul> <p>How? Could risk skin problems, e.g. dermatitis and eye damage from direct contact with cleaning chemicals, vapour may cause breathing problems</p>	Rashes, allergic reactions, respiration, damage to eyes, burns	Low	Medium	<ul style="list-style-type: none"> <li>Assess substances used on premises</li> </ul>	Audrey Rowley	TBC	Regular checks
					<ul style="list-style-type: none"> <li>Correct PPE and equipment provided</li> </ul>	Audrey Rowley	TBC	
					<ul style="list-style-type: none"> <li>Cleaner trained to use products</li> </ul>	Audrey Rowley		Done
					<ul style="list-style-type: none"> <li>All containers to be clearly labelled</li> </ul>	Audrey Rowley	TBC	Regular checks
					<ul style="list-style-type: none"> <li>Products to be correctly stored</li> </ul>	Audrey Rowley		Regular checks
					<ul style="list-style-type: none"> <li>Users to carry out their own risk assessment relative to the use of the hall and any equipment they may introduce during the hire period.</li> </ul>	Hirer & Committee + helpers		At time of hire

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<b>Electricity</b>	<ul style="list-style-type: none"> <li>• Users of hall</li> <li>• Cleaner</li> <li>• Maintenance person</li> <li>• Committee members</li> </ul> How? Electric shock or burns from faulty equipment or installation. Risk of fire	Electric shock, burns and death	Low	High	• Fixed installations tested yearly	Electrician	Annually	Done
					• Portable appliances tested and checked periodically -PAT testing	Electrician	New appliances & every every 2 years	Done
					• Safety plugs in sockets	Hirer	At time of use	At time of hire
					• No live working	Electrician	Any time	Ongoing
					• Check circuits are isolated prior to work	Electrician	At time of work	Ongoing
					• Users to carry out their own risk assessment relative to the use of the hall and any equipment they may introduce during the hire period.	Hirer	At time of hire	At time of hire
					• Reasonable measures taken to prevent fires of all electrical origin	Committee	Anytime	Anytime

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<b>Stored Equipment</b>	<ul style="list-style-type: none"> <li>• Users of hall</li> <li>• Cleaner</li> <li>• Maintenance person</li> <li>• Committee members</li> </ul> How? – could be injured by falling stacks	Grazing, bruising, strains & concussion	Low if well stored	Low if well stored	<ul style="list-style-type: none"> <li>• Adequate storage cupboards and shelving</li> </ul>	Committee		Ongoing
					<ul style="list-style-type: none"> <li>• Notices advising of stacking height of chairs (6)</li> </ul>	Committee	At time of hire, in 'Info. sheet given to all hirers	Ongoing with each hirer
					<ul style="list-style-type: none"> <li>• Ensure suitable stacking equipment</li> </ul>	Committee	Truck available	
					<ul style="list-style-type: none"> <li>• Users to carry out their own risk assessment relative to use of the hall and any equipment they may introduce during the hire period</li> </ul>	Hirer	At time of hire	At time of hire
					<ul style="list-style-type: none"> <li>• Stacking of chairs to be the correct height (maximum of 6) in a stack</li> </ul>	Hirer	At time of hire	At time of hire
<b>Asbestos</b>	<ul style="list-style-type: none"> <li>• Users of hall</li> <li>• Cleaner</li> <li>• Maintenance person</li> <li>• Committee members</li> </ul> How? Carrying out normal activities at a very low risk Asbestos only poses a risk if fibres are released into air and inhaled	Respiratory disease which can be fatal	Low	High	No risk controls at present			
					Find out if hall contains any asbestos (e.g. in ceiling tiles, wall panels)	Committee		Done
					Contractors to be made aware of this risk assessment and an asbestos survey to be carried out if working on the old building fabric	Contractors	At time of work	

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<b>Fire</b>	<ul style="list-style-type: none"> <li>Users of hall</li> <li>Cleaner</li> <li>Maintenance person</li> <li>Committee members</li> </ul> <p>How? – If trapped could suffer fatal injuries from smoke inhalation and burns</p>	Smoke inhalation, burns, suffocation, death	Low	High	<ul style="list-style-type: none"> <li>No smoking or vapour e-cigarettes on premises</li> </ul>	Hirer and others	At all times	Notices posted
<b>Hazardous Substances</b>	<ul style="list-style-type: none"> <li>Users of hall</li> <li>Maintenance/hall upkeep</li> <li>Cleaner</li> <li>People with skin problems</li> <li>People with allergies</li> </ul>	Rashes, allergic reactions, respiration, damage to eyes, burns	Low	Medium	<ul style="list-style-type: none"> <li>No unattended related flames</li> </ul>	Hirer and others	At time of hire	Standard condition of hire and info. sheet to hirers
					<ul style="list-style-type: none"> <li>Users to carry out their own risk assessment relative to the use of the hall and any equipment they may introduce during the hire period</li> </ul>	Hirer	At time of hire	At time of hire
					<ul style="list-style-type: none"> <li>No electrical equipment to be left unattended</li> </ul>	Users	At all times	Attention all times
<b>Lone Working</b>	<p>When working alone:-</p> <ul style="list-style-type: none"> <li>Users of hall</li> <li>Maintenance/hall upkeep</li> <li>Cleaner</li> </ul>	None directly, consequence of accident or illness could be fatal	Low	Medium	<ul style="list-style-type: none"> <li>Carry mobile phone/Land line phone in hall for emergencies</li> </ul>	All	At time of work	Ongoing
					<ul style="list-style-type: none"> <li>Advise person of lone working and times</li> </ul>	All	At time of working	Ongoing
					<ul style="list-style-type: none"> <li>No height risk activities to be undertaken without appropriate equipment</li> </ul>	All	At time of working	Ongoing

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Lone working (continued)					<ul style="list-style-type: none"> <li>Users to carry out their own risk assessment relative to the use of the hall and any equipment they may introduce during the hire period</li> </ul>	Hirer	At time of hire	At time of hire
Contract working	<ul style="list-style-type: none"> <li>Contractors</li> </ul>	Dependent on activity, contractors risk assessment to identify possible injuries	Contractors risk assessment to identify risk of accident	Contractors risk assessment to identify risk of accident	<ul style="list-style-type: none"> <li>Contractor to provide risk assessment</li> </ul>	Contractor	Prior to work	Ongoing
					<ul style="list-style-type: none"> <li>Contractor provide method statement</li> </ul>	Contractor	Prior to work	Ongoing
					<ul style="list-style-type: none"> <li>Risk to other users must be a priority, if possible work to be carried out when hall is not in use.</li> </ul>	Organiser	Prior to work	Ongoing
					<ul style="list-style-type: none"> <li>Work to comply with legal and statutory requirements</li> </ul>	Contractor	During work	Ongoing
					<ul style="list-style-type: none"> <li>Contractors to provide insurance certificate</li> </ul>	Contractor/organiser	Prior to work	Ongoing