

Ellisfield Memorial Hall

Risk Assessment

Setting the scene

The Management Committee decided to do a risk assessment of Ellisfield Memorial 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 Bookings Secretary of the Management Committee did the risk assessment.

How was the risk assessment done?

The Bookings Secretary followed the guidance in Five Steps to risk assessment www.hse.gov.uk/pubns/indg163.pdf

1. To identify the hazards, the Bookings Secretary looked at HSE's web pages for free health and safety advice and guidance for village halls, walked around the Hall, car park and other areas with another member of the Management Committee noting things that might pose a risk; and spoke to other users of the Hall, and to people who had done jobs at the Hall, to learn from their experience and to get their views on health and safety.
2. The Bookings Secretary then wrote down who could be harmed by the hazards and how.
3. He recorded what controls were in place to manage these risks and then compared these to the guidance on HSE's website.
4. He put the findings of the risk assessment 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 Bookings Secretary discussed the findings with the Management Committee. The committee decided to put in place all the additional risk controls the secretary had suggested. They also decided that the risk assessment would be shown to all workers doing jobs at the Hall, and published on the web site www.ellisfield.gov.uk to be available to all users of the Hall, and 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 were made to the Hall or how the Hall was used.

Version 1.1

Assessment completed 04 September 2016

Next review date - 04 September 2017

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?	Done
Slips, trips and falls Caused by uneven surfaces or slippery floors.	Users of the Hall, contractors, passers-by in car park. Potential injuries include fractures and bruising.	Car park has been levelled and resurfaced with new gravel to eliminate trip hazards. Parking space for users with disabilities closest to Hall. Users advised to clear up spillages immediately. External time delay lighting installed	None Ongoing None	Chair Bookings Secretary	Summer 2016 Sept 2016	Yes Yes
Working at height	Contractors, users of the Hall installing decorations Falling off ladders and other means of access	Contractors instructed to follow safe working practices. Advice given in H&S policy document. Instructions and obligations to be added to booking conditions.		Booking Secretary Booking secretary		Yes Yes
Hazardous substances e.g. cleaning products	Hall users, especially young people, may suffer skin irritation or poisoning.	Cleaning products stored in dedicated locked cupboard.	Lock to be fitted to cupboard where cleaning materials stored COSHH Data sheets up-dated for cleaning products	Ellisfield Ladies Club rep. Secretary	On renewal of kitchen (Feb 2017?) Sept 2016	Yes Yes

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?	Done
Manual handling	Users may suffer back injury when moving heavy items, e.g. tables and chairs		User to be advised via booking conditions to use appropriate techniques	Bookings Secretary	Ongoing	
Electricity	All users of the hall risk shocks and burns if equipment or installation faulty.	<p>Fixed wiring periodically inspected, tested and certificated.</p> <p>Portable equipment tested annually. Users made aware they are responsible for their equipment on site and advised of need to check it.</p> <p>Users advised where main distribution board and switches are.</p>	<p>Repeat electrical testing (Done) Circuits to be re-tested when modifications made and certificate of testing retained</p> <p>Regular users to be advised when PAT testing is being carried out to enable them to avail themselves of this activity (may incur a charge)</p>	<p>Susie Deane</p> <p>Bookings Secretary</p>	<p>Sept 2016</p> <p>Ongoing</p> <p>Jan 2017</p>	Yes
Fire	All users of the Hall who might be trapped and suffer burns and smoke inhalation.	Fire extinguisher assessment done.	Ensure actions identified are done.	Bookings Secretary	Ongoing Next fire equipment test Jan 2017	
Asbestos	Contractors and users if asbestos roof tiles disturbed.	Workmen advised if working on roof tiles	Regular checks	Buildings Sub-Committee	Ongoing	

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