

FILLONGLEY VILLAGE HALL TRUST

Coventry Road, Fillongley, Coventry.CV7 8EQ

REGISTERED CHARITY NO: 228210

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FILLONGLEY VILLAGE HALL RISK ASSESSMENT

Setting the scene

The management committee decided to do a risk assessment of their village hall to identify and manage the risks to people who used the hall and were involved in its maintenance and upkeep.

There is no legal requirement to record the findings of a risk assessment as there are less than five employees at the hall (HSE INDG163 (rev3), revised 06/11 Five steps to risk assessment). Much of the repair and maintenance work at the hall has been done by self-employed workers, who have responsibility for their own risk assessments and 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 were sound legal and business reasons to record the findings of the risk assessment, and to take steps to make sure that they were brought to the attention of those using the hall.

Members of the management committee completed the risk assessment.

How the risk assessment was done

They followed the guidance in *Five steps to risk assessment* (www.hse.gov.uk/pubns/indg163.pdf).

1 To identify the hazards, they:

- looked at HSE's web pages for free health and safety advice and guidance.
- walked around the hall, car park and other areas with other members of the management committee, and a regular user of the hall, noting things that might pose a risk; and
- took note of comments made by 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 committee then wrote down who could be harmed by the hazards and how.

3 They wrote down what controls were in place to manage these risks and then compared these to the guidance on HSE's website.

4 They put the findings of the risk assessment into practice, writing down who was responsible for doing what, and by when. They decided to tick off each action when it was completed

and to record the date when it was done.

- 5 The findings were discussed by the management committee. The committee decided to put in place all the additional risk controls that had been suggested. They also decided that the risk assessment would be available to all users of the hall. A copy was put in the Operational Manual. 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.

Date of risk assessment.....

Chairman.....

Assessment review date.....

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom?	Action by when?	Done
Slips, trips and falls Eg uneven surface of car park, cleaning floors etc.	Users of the hall and car park may suffer injuries such as fractures or bruising if they slip, eg on uneven surfaces, spillages or trip over objects.	<ul style="list-style-type: none"> • Car park surface maintained to be as even as possible. • Good lighting in car park and all rooms and corridors in hall. • Users know (through hire agreement) to clear up spillages immediately and know where equipment for this is kept. • Mats at entrances to stop rain water being carried in. • No storage in corridors. • No trailing electrical leads/cables. • There is a disclaimer notice in the car park 	<ul style="list-style-type: none"> • Surface to be inspected regularly and repaired as necessary when funding becomes available to do the remedial work. • Additional lighting is required for the side and rear of the building when funding becomes available 	Management committee	Annually and as necessary	September 2013
Work at height Eg changing light bulbs, cleaning windows, putting up decorations etc.	Anyone working at any height could suffer injuries, possibly very serious ones, should they fall.	<ul style="list-style-type: none"> • Hall users know (through hire agreement) that they are responsible for using ladders safely. • HSE leaflets on ‘Top tips for ladder and stepladder safety ‘ and ‘Safe use of ladders and stepladders’ in FVH operational manual 	<ul style="list-style-type: none"> • No further action needed at this time 	Secretary	As necessary	October 2016

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom?	Action by when?	Done
Vehicle movement	Pedestrians could suffer serious injury if struck by cars entering/leaving car park or moving in it.	<ul style="list-style-type: none"> Entrance/exit to car park clearly marked. Car park well lit. Skip/recycling collection takes place at times when hall not in use. 	<ul style="list-style-type: none"> For large events, parking controlled by marshals to be arranged by event organiser. Advise users of hall, through hire agreement, to consider whether they need to control car parking. 	Management committee/event organiser	As needed	
Hazardous substances Eg cleaning products	The cleaner, and others cleaning, risk skin problems, eg dermatitis and eye damage, from direct contact with cleaning chemicals. Vapour may cause breathing problems.	<ul style="list-style-type: none"> Cleaning products stored securely in a cupboard. 	<ul style="list-style-type: none"> Hirers of the Hall are aware of their responsibilities through the hire agreement and to report any problems to the secretary or chairman of the management committee. The management committee regularly check the accident book 	Secretary	As needed	
Electricity	Users risk electric shocks or burns from faulty equipment or installation.	<ul style="list-style-type: none"> Fixed installation correctly installed by qualified electrician, and inspected regularly. All repairs by qualified electrician. Portable equipment checked for visual signs of damage before use. Hall users know they are responsible for any equipment used on site. A floor plan of the hall is available to hirers showing the position of the fuse boxes. A copy is also kept in the Operational Manual 	<ul style="list-style-type: none"> Make sure hall users know where the fuse box is and how to switch supply off in an emergency. Remind users that portable equipment considered unsafe should be marked and taken out of use. 	Secretary	As needed	

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom?	Action by when?	Done
Stored equipment	Users could be injured by collapsing stacks.	<ul style="list-style-type: none"> Users know that they must stack tables/ chairs carefully so that they do not collapse. Notice in area demonstrating safe stacking. 	<ul style="list-style-type: none"> No further action needed. 	Management Committee		
Manual handling	Users may suffer back pain and/or other injuries if they try to lift objects that are too heavy or awkward	<ul style="list-style-type: none"> Review of accident book Users know that they must stack tables and chairs carefully so that they do not collapse Users know that they must stack tables and chairs carefully so that they do not injure themselves Chair trolley has been provided 	<ul style="list-style-type: none"> No further action needed at this time. 	Management Committee	Sept 2016	Sept 2016
Asbestos	Staff, and others, carrying out normal activities at very low risk. Asbestos only poses a risk if fibres are released into air and inhaled. Maintenance workers are most at risk.	<ul style="list-style-type: none"> Because of the age of the building it must be assumed that asbestos cement sheets were used in the construction of the roof. This asbestos is not exposed and poses no health problem if undisturbed. 	<ul style="list-style-type: none"> If hall is ever demolished/ refurbished, asbestos should first be removed by specialist contractors. No further action needed at this time 	Management Committee	As needed	

Fire/ need for emergency exit from the building

People with mobility problems have limited egress from the fire exits as some of these exits have steps outside. If trapped, people could suffer fatal injuries from smoke inhalation/burns

- Fire risk assessment done, see www.communities.gov.uk/fire and necessary action taken.

- Review possibility of building ramps outside fire exits from main hall and Edwin Thompson room if funding becomes available
- Ensure the actions identified as necessary by the fire risk assessment are done.

Management Committee

From now on