



# **WOOLAVINGTON VILLAGE HALL**

## **HEALTH AND SAFETY RISK ASSESSMENT**

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The Management Committee decided to do a risk assessment of their village hall to control the risks to people who used the hall and were involved in its maintenance and upkeep. The management committee did not have a legal requirement to record the findings of this risk assessment as less than five people work at the hall. Much of the repair and maintenance work at the hall is carried out by self-employed workers, who have responsibility for their own health and safety, as well as for other issues like the hours they work and their insurance 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 they were brought to the attention of those working or holding an event in the hall.

Members of the management committee performed the risk assessment following the guidance in Five steps to risk assessment ([www.hse.gov.uk/pubns/indg163.pdf](http://www.hse.gov.uk/pubns/indg163.pdf)).

The committee:

1. Identified the hazards by walking around the hall, car park and other areas 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. 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 Committee H7S lead 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 given 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. A copy was also put up in the reception and kitchen areas. 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.



## Woolavington Village Hall Health and Safety Risk Assessment

Date of Assessment: 1/2/2024

What are the hazards?	Who might be harmed and how?	What are we already doing about it?	What further action is needed?	Action by who?	Action by when?	When was this action taken?
Vehicle movement in the car park	Pedestrians could suffer serious injury from vehicles moving in the car park	a. There is a 5mph speed limit in the car park. b. Parking bays are clearly marked. c. Car Park is reasonably well lit	a. Advise users they may need to consider controlled parking during large events.	Committee H&S lead	Ongoing	Ongoing
Hazardous chemical e.g., Cleaning liquids	The cleaner and others cleaning risk contracting skin problems, eye damage from splashed cleaning fluids or suffer breathing problems from fumes	a. We try to use the mildest cleaning liquids available. b. The cleaner is made aware of any hazardous cleaning liquids and receives training on their safe use. c. Cleaning products are kept securely. d. Mops, buckets and protective gloves are available.	Ensure best practice is applied by those using cleaning liquids	Committee H&S lead	Ongoing	Ongoing
Electricity	Users risk electric shock or burns from using electrical equipment incorrectly or from faulty equipment.	a. A full fixed wiring test is completed every 5 years. b. All repairs are carried out by a qualified electrician. c. Portable appliances are tested/inspected every year for safety. d. Users are reminded of their responsibility for electrical safety when using their own equipment.	a. Users are made aware of the location of the main fuse board and the actions to be taken when something electrical fails.  b. We ensure that anything that is unsafe is taken out of use immediately	Committee member handing over the hall  All committee members	Ongoing	Ongoing

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Stored Equipment	Users may suffer injury by not adhering to the posted instructions on stacking tables and chairs	a. There are written instruction as to how these items are to be stacked.	a. Requires to be monitored on a continual basis.	All committee members	Ongoing	Ongoing
Manual Handling	Users may suffer injury by lifting objects on their own that are too heavy or are awkward.	a. There are weight limits on storage racking. b. Nothing is stored above head height. c. Trolleys are provided for moving equipment.	None	None	N/A	N/A
Asbestos	There is no identified asbestos risk in the building	a. We have an inspection certificate.	None	None	N/A	N/A
Fire	Users could be seriously injured or even killed should a fire break out in the building.	a. There is a 'Fire Risk Assessment' which users are encouraged to read. b. Users sign the Hire Agreement stating they understand what their responsibilities are in the event of a fire during their hire period. c. There is a fire alarm system installed with call points, heat, and smoke detectors. It is tested weekly. d. There are fire extinguishers and fire blankets available. e. There is emergency lighting throughout the hall.	Ongoing review	Chairman of the Committee	Ongoing	Ongoing

**ASSESSMENT REVIEW DATE - 1/2/2026**