

Risk Assessment Policy – Bovingdon Memorial Hall

Setting the scene

The Management Committee decided to do a risk assessment of the Bovingdon 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.

How was the risk assessment done?

The guidance in Five Steps to risk assessment www.hse.gov.uk/pubns/indg163.pdf was followed :

1. To identify the hazards:

- looked at HSE's web pages for free health and safety advice and guidance for small businesses;
- walked around the Hall, car park and other areas with a member of the staff 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 risks identified were written down - who could be harmed by the hazards and how.

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

4. The findings of the risk assessment were put 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 report was circulated to the Management Committee. The committee decided to put in place all the additional risk controls as 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.bovingdonparishcouncil.gov.uk to be available to all users of the Hall, and that it would be circulated to 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 occurred to the Hall or how the Hall was used.

Completed by Councillor Julie Steer, Chair Hall Management Committee and Lisa Edwards, Assistant to the Parish Clerk

**Assessment completed October 2019
Updated 13 October 2020
Next review date 12 October 2021**

Version 1.3

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H&S inspection of the facilities is completed every 6 weeks and accident book checked for any actions

This risk assessment is solely for the Memorial Hall. A separate risk assessment has been created for COVID-19 and should be read in conjunction with this document

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
Electricity	Anyone in the Hall - risk electric shocks or burns from faulty equipment or installation	Fixed installation correctly installed by qualified electrician, and inspected regularly	yearly review and every 3 years fully tested			
		All repairs by qualified electrician				
		Safety plugs in sockets	at users own risk			
		Portable equipment checked for visual signs of damage before use	every 2 years PAT and regular Hall user items they identify as used in Hall			
		Hall users are responsible for any equipment used on site - in Terms and Conditions of Hire				
Fall on stage steps or stairs	Users of the Hall, contractors, staff. Potential injuries include fractures and bruising	Signs put up to restrict children in certain areas				
		Painted edge strips on all stairs in a different colour to floor	repaint as required			
Fire	Anyone in the Hall - could suffer fatal injuries from smoke inhalation/burns from fire	Fire risk assessment done and reviewed yearly	yearly review			
		Fire extinguishers checked yearly				
		ADT fire alarm system installed, fire exit procedures at every fire door exit and detailed in conditions of hire				
		ADT fire alarm system tested by ADT every 6 months and checked as part of H&S 6 weekly check				
		Break glass fire exit points checked as part of H&S 6 weekly check				
		Shutter in kitchen closes automatically in event of fire and checked as part of H&S 6 weekly check. Maintained annually by qualified engineer				
		Emergency exit lights tested every year and checked as part of H&S 6 weekly check				
Gas	Anyone in the Hall - risk gas poisoning	Fixed installation correctly installed by qualified gas engineer and inspected regularly	heating system annual maintenance contract and hot water boilers			
		All repairs by qualified gas engineer				

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		Instructions displayed on how to use gas cooker, gas food warmer and how to restart hot water heaters				
		Boiler room locked				
		Oven lighter supplied to light gas equipment				
		Gas food warmer and cooker	Annual inspection			
Hazardous substances e.g. cleaning products	Contractors or staff - risk skin problems, e.g. dermatitis and eye damage, from direct contact with cleaning chemicals. Vapour may cause breathing problems	Contractors follow safe working practices				
		All chemicals are stored correctly by contractors working on site				
		Regular Hall users to reconfirm any chemicals they use and if stored correctly				
		Staff to follow safe working practices, wear appropriate clothing and wash hands after use				
		Paints and chemicals to be stored as advised, Bovingdon Players to confirm that chemicals not stored in the Hall and if any paint is in the Hall, it is in secured storage	Players stage store to be checked	Lisa Edwards	11/2020	
Manual Handling	Anyone in the Hall - may suffer back pain if they try to lift objects that are too heavy or awkward	Specially designed trolleys for stacking chairs for use in main hall stacking chair trolleys				
		Folding chairs on trolleys				
		Table trolleys where feasible as space allows				
		Sack trolley in rear cupboard for staff use				
Poor storage of tables and chairs	Users of Hall who are setting up or dismantling an event might suffer strains and crush injuries	Specially designed stacking chair trolleys				
		Table trolleys where feasible and space allows				
		Signs and pictures in storage areas and on trolleys				
Slips, trips and falls - Caused by uneven surfaces or slippery floors.	Users of the Hall, contractors, staff, passers-by in car park. Potential injuries include fractures and bruising	Hall Users (Terms and Conditions of Hire) to clear up spillages immediately	review document	Lisa Edwards	11/2020	
		Signs put up to restrict children in certain areas				
		Painted edge strips on all stairs in a different colour to floor	repaint as required			
		Car park some tarmac patch repair work completed 10/2019	H&S 6-week checklist - surface to be inspected regularly, repaired as necessary			
		Wet floor sign displayed when cleaning				
		Check stage flooring not uneven	H&S 6-week checklist			
		Good lighting in car park, all rooms and corridors	Replace bulbs as required			

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		Mats at entrances to stop rainwater being carried in				
		No storage in corridors or near fire exits	H&S 6-week checklist			
		No trailing electrical leads/cables – cable protectors provided in storage areas				
Stored equipment / Falling objects , e.g. stage lighting and scenery	Users of the Hall and performers hit by falling heavy objects causing impact wounds or death.	Visual inspections				
		Any accidents due to stage lighting or scenery is the responsibility of the Bovingdon Players				
		Signs in the main chair store and in Clubroom stating stacking height for chairs				
Unauthorised Access (Anyone who accesses the Hall with no valid reason)	Anyone in the Hall – risk to Hall User and personal safety, damage, vandalism	Rear double doors by Village Warden store locked with restricted key access Rear single door, fire exit with internal push bar, no exterior access Kitchen door, locked. Key access available for hall users and internal bolt Side door from Clubroom, fire exit with internal push bar, no exterior access Side door by internal disabled toilet, locked. Door to front by boiler room, fire exit with internal push bar, no exterior access Rear double doors in chair store, locked Side door by main toilets, locked unless in use for public toilet access. An inner door remains locked when open to public and can only be opened by Hall users with an allocated key. Main front doors should be locked as below fire exit with internal push bar, no exterior access unless doors unlocked				
		Where possible all Hall users are required to lock the main front doors after entry				
		Where possible, if the office is open then Hall users should lock the main hall and clubroom doors				
		Any accidents due to stage lighting or scenery is the responsibility of the Bovingdon Players	Reminder to be sent to ensure equipment is secure and correctly stored	Lisa Edwards	01/2020	
Water	Anyone in the Hall - risk upset stomach, burn	Signs in the main chair store and in Clubroom stating stacking height for chairs				

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Working at height – e.g. changing light bulbs, cleaning windows, putting up decorations etc.	Anyone working at any height could suffer injuries, possibly very serious ones, should they fall.	Contractors instructed to follow safe working practices and provide Risk Assessments and Method Statements.				
		Hall users at own risk and to refer to H&S guidance on working at heights	Reminder to be sent	Lisa Edwards	01/2020	
		Ladders chained on premises are for staff use only, if used by Hall users at own risk.				
		Staff to check ladder safety before use				