

# Bovingdon Parish Council



Parish Council Office  
 Memorial Hall  
 High Street  
 Bovingdon  
 Herts HP3 0HJ

Tel: 01442 833036  
 Email: [office@bovingdonparishcouncil.gov.uk](mailto:office@bovingdonparishcouncil.gov.uk)  
 Website: [www.bovingdonparishcouncil.gov.uk](http://www.bovingdonparishcouncil.gov.uk)

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.

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

**Assessment completed November 2021**

**Adopted 16 November 2021**

**Next review date 22 October 2022**

**Version 1.4**

**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				

## Risk Assessment Policy – Bovingdon Memorial Hall

<b>Fall on stage steps or stairs</b>	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			
<b>Fire</b>	Anyone in the Hall - could suffer fatal injuries from smoke inhalation/burns from fire	Fire risk assessment reviewed every 2 years or earlier if required	review every 2 years			
		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					
<b>Gas</b>	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				
		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			
<b>Hazardous substances</b> e.g. cleaning products	Contractors or staff - risk skin problems, e.g. dermatitis and eye damage, from direct contact with cleaning chemicals. Vapour may	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				

## Risk Assessment Policy – Bovingdon Memorial Hall

	cause breathing problems	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	01/2022		
<b>Manual Handling</b>	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					
<b>Poor storage of tables and chairs</b>	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					
<b>Slips, trips and falls -</b> 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	01/2022		
		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				
		Mats at entrances to stop rainwater being carried in					
		No storage in corridors or near fire exits	H&S 6-week checklist				
<b>Stored equipment / Falling objects, e.g. stage lighting and scenery</b>	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					

## Risk Assessment Policy – Bovingdon Memorial Hall

<b>Unauthorised Access</b> (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				
<b>Water</b>	Anyone in the Hall - risk upset stomach, burn	Drinking water notices next to relevant taps				
		Wall kettles - switch on before use	at users own risk			
<b>Working at height</b> – 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	01/2022	
		Ladders chained on premises are for staff use only, if used by Hall users at own risk.				
		Staff to check ladder safety before use				