



# Fairfield Village Hall

RISK ASSESSMENT

UPDATED: 7<sup>TH</sup> APRIL 2021

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## Fairfield Village Hall Risk Assessment

Updated 7<sup>th</sup> April 2021

<b>What are the hazards?</b>			
<p><b>Slips, trips and falls</b>                  Eg uneven surface of car park, cleaning floors etc.</p>			
<b>Who might be harmed and how?</b>			
Users of the hall and car park may suffer injuries such as fractures or bruising if they slip, eg on spillages or trip over objects.			
<b>What are you already doing?</b>			
<ul style="list-style-type: none"> <li>• Car park surface maintained to be as even as possible.</li> <li>• Parking spaces for visitors with disabilities available next to hall entrance.</li> <li>• Good lighting in all rooms and corridors in hall.</li> <li>• No trailing electrical leads/cables.</li> <li>• Improved lighting entrance &amp; exit to car park.</li> </ul>			
<b>What further action is necessary?</b>			
<b>Action by who?</b>	<b>Action by when?</b>	<b>Notes</b>	
Car park surface to be inspected regularly and repaired as necessary.	Chairman	Monthly	
Users are made aware at the commencement of hire to clear up spillages immediately and know where equipment for this is kept.	Caretaker/Duty Key holder	Ongoing	
Regularly check mats at entrances are effective to stop rain water being carried in.	Caretaker	Monthly	
Regularly check no storage in corridors including behind stage	Caretaker	Monthly	

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<b>What are the hazards?</b>			
<p><b>Work at height</b>                      Eg changing light bulbs, cleaning windows, putting up decorations etc.</p>			
<b>Who might be harmed and how?</b>			
Anyone working at any height could suffer injuries, possibly very serious ones, should they fall.			
<b>What are you already doing?</b>			
<ul style="list-style-type: none"> <li>• Appropriate, commercial stepladder securely stored and available for use.</li> <li>• Printed copy of HSE guidance on safe use of stepladders attached to ladders.</li> <li>• Monthly check, condition of stepladder.</li> <li>• Guide to using the stepladder safely to be laminated attached to the step ladder.</li> </ul>			
<b>What further action is necessary?</b>			
<b>Action by who?</b>	<b>Action by when?</b>	<b>Notes</b>	
Consider implications for work at height of any future alterations to the hall.	Nominated person overseeing project.		

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<b>What are the hazards?</b>			
Vehicle movement			
<b>Who might be harmed and how?</b>			
Pedestrians could suffer serious injury if struck by cars entering/leaving car park or moving in it.			
<b>What are you already doing?</b>			
<ul style="list-style-type: none"> <li>• For large Village Hall run events, parking controlled by marshals wearing high-visibility vests.</li> <li>• Car park well-lit by spotlights automatically come on when dark.</li> <li>• Skip collection takes place at times during minimal use of car park.</li> <li>• Entrance/exit to car park clearly marked.</li> <li>• 5 mph speed limit in car park, sign erected at entrance.</li> <li>• Traffic lines have been repainted.</li> <li>• Speed humps to slow traffic entering car park.</li> <li>• Public right of way clearly marked.</li> <li>• Public right of way sign attached to church wall (entrance to car park).</li> <li>• Directional sign pointing towards car park exit.</li> <li>• signage at both of the public right of way reminding walkers to keep to the designated (marked) footpath and warning that there may be vehicle movements.</li> </ul>			
<b>What further action is necessary?</b>			
<b>Action by who?</b>	<b>Action by when?</b>	<b>Notes</b>	

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<b>What are the hazards?</b>			
<p><b>Hazardous substances</b> Eg cleaning products</p>			
<b>Who might be harmed and how?</b>			
<p>To make safe hazards causes through spilt liquids etc. To reduce likelihood of users from skin problems, eg dermatitis and eye damage, from direct contact with cleaning chemicals. Vapour may cause breathing problems.</p>			
<b>What are you already doing?</b>			
<ul style="list-style-type: none"> <li>• Cleaning cupboard stocked with a supply of mild cleaning products and rubber gloves.</li> <li>• Notices on doors informing users of mop &amp; bucket colour coding and area where to be used.</li> <li>• Provision of cleaning tools &amp; mild products.</li> </ul>			
<b>What further action is necessary?</b>			
<b>Action by who?</b>	<b>Action by when?</b>	<b>Notes</b>	
Provide mops, brushes and strong rubber gloves.	Caretaker		Caretaker to monitor supplies, ordering replacement items via the Secretary
Adequate supply of mild cleaning products.	Caretaker		Caretaker to monitor supplies, ordering replacement items via the Secretary

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<b>What are the hazards?</b>			
<p><b>Hazardous substances</b> Eg cleaning products</p>			
<b>Who might be harmed and how?</b>			
<p>The cleaner, and others cleaning, risk skin problems, eg dermatitis and eye damage, from direct contact with cleaning chemicals. Vapour may cause breathing problems.</p>			
<b>What are you already doing?</b>			
<ul style="list-style-type: none"> <li>• Cleaning products stored in Cleaning Cupboard.</li> <li>• Cleaner to use products safely, eg follow instructions on the label, dilute properly and never transfer to an unmarked container.</li> <li>• Cleaner reminded to check for dry, red or itchy skin on their hands and, if finding any, to go to doctors for advice and to tell the secretary to the management committee.</li> <li>• Up to date Hazard symbol poster on door to Cleaning Cupboards</li> </ul>			
<b>What further action is necessary?</b>			
<b>Action by who?</b>	<b>Action by when?</b>	<b>Notes</b>	

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<b>What are the hazards?</b>			
Stored equipment			
<b>Who might be harmed and how?</b>			
Users could be injured by collapsing stacks.			
<b>What are you already doing?</b>			
<ul style="list-style-type: none"> <li>• Users know that they must stack tables and chairs carefully so that they do not collapse</li> <li>• Instructions placed on door to Chair &amp; Table storage room.</li> </ul>			
<b>What further action is necessary?</b>	<b>Action by who?</b>	<b>Action by when?</b>	<b>Notes</b>



<b>What are the hazards?</b>			
Manual handling			
<b>Who might be harmed and how?</b>			
Users may suffer back pain if they try to lift objects that are too heavy or awkward.			
<b>What are you already doing?</b>			
<ul style="list-style-type: none"> <li>• Trolleys available to move stacked chairs and users know where they are kept.</li> </ul>			
<b>What further action is necessary?</b>			
<b>Action by who?</b>	<b>Action by when?</b>	<b>Notes</b>	

<b>What are the hazards?</b>			
Electricity			
<b>Who might be harmed and how?</b>			
Users risk electric shocks or burns from faulty			
<b>What are you already doing?</b>			
<ul style="list-style-type: none"> <li>• Fixed installation correctly installed by qualified electrician and inspected regularly.</li> <li>• Portable appliances tested every two years.</li> <li>• All repairs by qualified electrician.</li> <li>• Portable equipment checked for visual signs of damage before use.</li> <li>• Hall users know they are responsible for any equipment used on site.</li> <li>• Inform hall users location of fuse box and how to switch off electricity supply in an emergency.</li> </ul>			
<b>What further action is necessary?</b>			
<b>What further action is necessary?</b>	<b>Action by who?</b>	<b>Action by when?</b>	<b>Notes</b>
PAT testing of appliances every two years.	Secretary	2021	Microwave, Instant Hot Water Dispenser, Vacuum Cleaner, Fridge & 2 x Electric Heaters PAT tested 2019
Make sure hall users know at the commencement of their hire where the fuse box is and how to switch supply off in an emergency.	Caretaker/Duty Key holder		Ongoing

<b>What are the hazards?</b>			
Burns/Scalds			
<b>Who might be harmed and how?</b>			
Users may suffer burn or scalds should there be contact with a hot object/liquid.			
<b>What are you already doing?</b>			
<ul style="list-style-type: none"> <li>• Notice placed on access doors to the kitchen advising no access for children; preventing burns from the oven and scalds from the kettle &amp; urn.</li> <li>• Radiators covered by fire guards.</li> <li>• Fire guards and pipe covers to protect children from touching radiators and hots pipes.</li> <li>• Maximum temperature of basin hot water supply 41C, occasional checks of a tap chosen at random.</li> </ul>			
<b>What further action is necessary?</b>			
<b>Action by who?</b>	<b>Action by when?</b>	<b>Notes</b>	

<b>What are the hazards?</b>			
Asbestos			
<b>Who might be harmed and how?</b>			
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.			
<b>What are you already doing?</b>			
<ul style="list-style-type: none"> <li>Asbestos Management Plan – Management Plan has been carried out by a qualified contractor.</li> <li>If hall is ever demolished/refurbished, asbestos should first be removed by specialist contractors.</li> </ul>			
<b>What further action is necessary?</b>			
<b>Action by who?</b>	<b>Action by when?</b>	<b>Notes</b>	
5 yearly inspection by competent person. Early inspection on those areas of the building where work is being carried out.	Secretary	Feb 2026	
Annual photograph of area where asbestos can be found, action any deterioration.	Treasurer	Feb 2022	

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<b>What are the hazards?</b>
Fire
<b>Who might be harmed and how?</b>
If trapped, people could suffer fatal injuries from smoke inhalation/burns
<b>What are you already doing?</b>
<ul style="list-style-type: none"> <li>• All final exit doors are unobstructed, clearly identifiable, fitted with suitable fastenings and readily available for use.</li> <li>• All emergency routes and exits lead outside the building to a place of safety.</li> <li>• All emergency exit doors open in a destination of escape.</li> <li>• There are sufficient emergency routes and exits for the maximum capacity for the building.</li> <li>• The maximum capacity for the building based on size of building &amp; number of emergency exits has been calculated, 150 (120 seated).</li> <li>• Evacuation procedure is on public display.</li> <li>• In the event of an emergency it is possible for all persons to evacuate the premises safely and quickly.</li> <li>• Outside waste bin is not located against premises.</li> <li>• Adequate escape lighting in the event of power failure.</li> <li>• Clear &amp; audible alarm warning.</li> <li>• Wedges removed to prevent door being left open.</li> <li>• Reminder notices that doors in to kitchen to be kept closed.</li> <li>• Checklists completed daily by person unlocking or locking up the hall for each hire.</li> <li>• Weekly routines as outlined in the Fire Log are conducted and documented</li> <li>• Monthly routines as outlined in the Fire Log are conducted and documented.</li> <li>• Annual routines as outlined in the Fire Log are conducted and documented</li> </ul>

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Updated 7<sup>th</sup> April 2021

What further action is necessary?	Action by who?	Action by when?	Notes
Complete a Fire risk assessment	All	Ongoing	Reviewed 4th November 2020 –to be reviewed at least annually
All staff & keyholders will receive information on the fire safety provisions within the village hall as soon as possible after being appointed and at regular intervals thereafter, (at least annually)	Chairman	Ongoing	
Establish a fire drill at least once, preferably twice, a year that simulate fire conditions, to test fire procedures and check that staff/volunteers are conversant with the evacuation procedures.	Chairman	Ongoing	See Fire Log for date of last fire drill

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<b>What are the hazards?</b>			
Fixtures & Fittings			
<b>Who might be harmed and how?</b>			
User may sustain injury if not maintained in good condition e.g. chairs, tables, signs, flooring, cupboards etc			
<b>What are you already doing?</b>			
<ul style="list-style-type: none"> <li>• Polishing of hall floor to take place during a period when the hall is not being used.</li> <li>• Gas boiler service annually by a qualified contractor.</li> <li>• Warning signs to be erected notifying when floors are slippy/being cleaned.</li> <li>• Condition of stepladder checked monthly.</li> </ul>			
<b>What further action is necessary?</b>			
<b>Action by who?</b>	<b>Action by when?</b>	<b>Notes</b>	
Diarise and arrange annual service of gas boiler	Treasurer	February annually	Last serviced March 2021
Monthly check of step ladders	Caretaker	Monthly	Record inspection in log
Make users aware at the commencement of hire where slippy floor signs are kept	Caretaker/Duty key holder		
Inform (through hire agreement) & remind users that fixtures & fittings considered unsafe should be marked and taken out of use.	Secretary	Ongoing	

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Updated 7<sup>th</sup> April 2021

<b>What are the hazards?</b>			
Hygiene			
<b>Who might be harmed and how?</b>			
Users of the Village Hall have clean & safe toilet facilities, water supply and food preparation area			
<b>What are you already doing?</b>			
<ul style="list-style-type: none"> <li>• A system is in place to ensure that sanitary waste is disposed of safely.</li> <li>• Facilities assessed to ensure compliance with the Food Hygiene (England) Regulations.</li> <li>• Colour coded mops available for different floor surfaces (toilets, kitchen and other areas).</li> </ul>			
<b>What further action is necessary?</b>			
<b>Action by who?</b>	<b>Action by when?</b>	<b>Notes</b>	
Put in place a system for ensuring that hygiene standards are maintained; kitchen, fridge freezer & toilets.	Caretaker		Caretaker to monitor & take appropriate action to maintain standards Caretaker to clean fridge every Friday.
Put in place a system for ensuring toilets and wash basins are kept clean and available for use.	Caretaker & Cleaner		Weekly clean by the Cleaner, after hire clean by the Caretaker
Put in place a system for a supply of clean towels, hand wash & toilet papers are available for use.	Caretaker		To monitor stock & submit requisition to the Secretary

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<b>What are the hazards?</b>			
Flooding			
<b>Who might be harmed and how?</b>			
Users know what to do in the event of a leak			
<b>What are you already doing?</b>			
<ul style="list-style-type: none"> <li>• Users are made aware at the commencement of hire where the stop cock is located.</li> <li>• Users are made aware at the commencement of hire the location of Slippery Floor signs.</li> <li>• Supply of clean towels, hand wash &amp; toilet papers are available for use.</li> </ul>			
<b>What further action is necessary?</b>			
<b>Action by who?</b>	<b>Action by when?</b>	<b>Notes</b>	
Users are made aware at the commencement of hire where the stop cock is located.	Caretaker/Duty key holder		
Users are made aware at the commencement of hire the location of Slippery Floor signs.	Caretaker/Duty key holder		
Put in place a system for a supply of clean towels, hand wash & toilet papers are available for use.	Caretaker		To monitor stock & submit requisition to the Secretary

<b>What are the hazards?</b>			
Legionella Disease			
<b>Who might be harmed and how?</b>			
Everyone should they inhale infected water droplets			
<b>What are you already doing?</b>			
<ul style="list-style-type: none"> <li>• Legionella policy reviewed annually.</li> <li>• Annual risk assessment to establish any potential risks and implement measures to either eliminate or control risks.</li> <li>• Implement and recording of control scheme.</li> </ul>			
<b>What further action is necessary?</b>			
<b>What further action is necessary?</b>	<b>Action by who?</b>	<b>Action by when?</b>	<b>Notes</b>
Checks as detailed within the Legionella Policy, recording in the log book.	Caretaker/Duty key holder	Monthly	Report to Chair of Trustees if temperature of water is recorded between 20-45°C.
Prevent buildup of limescale around water tap spout with frequent descaling.	Cleaner	Ongoing	Cleaner emailed 31 <sup>st</sup> January 2021
Annual review of policy & risk assessment	Trustees		
Service of thermostatic mixing valves to ensure water is mixing at the required temperature, the valve shuts down should there be a surge in hot water, filters are cleared of debris and impurities. Record temperature of "mixing taps".	Central Heating Plumber	Same time as boiler is serviced	