

# Risk assessment – Killearn Village Hall

## Killearn Village Hall Risk Assessment

first draft completed May 2013 / updated December 2017

In order to comply with statutory obligations regarding Risk Assessment for all users, staff etc. in the Village hall, the following risk assessment has been compiled. This assessment was prepared originally by members of the “Safety sub-committee” (S S-C) in general accordance with the recommendations from the Health and Safety Executive in their document “Example risk assessment: Village Hall” and has been reviewed and updated by the Killearn Village Hall Operations Committee in December 2017.

### 1. Operations Committee responsibilities

What are the hazards?	Description of hazard – i.e. who might be harmed and how?	Mitigating actions	Assessment of likelihood	Assessment of potential severity	Overall hazard rating	Any further actions
<b>Slips, trips and falls</b>	Users, kitchen staff, volunteers could slip / trip / fall	Hall cleaned on daily basis, signage used to indicate cleaning in progress. Lock up routine in evening checks for hazards – any one off spillages reported / dealt with at the time. Car park cleared of snow as applicable.	Unlikely	Harmful	Moderate (4)	Feedback surveys to be used to pick up on slippiness etc.
<b>Work at height</b>	Users / staff putting up decorations, stage equipment etc. may need to use ladders	Stepladders kept safe / accessible at back of stage. Lone working at height not encouraged.	Unlikely	Harmful	Moderate (4)	
<b>Vehicle movement in car park</b>	Vehicles could cause bumps in car park – hazard to public and other vehicles.	Users advised that parking is at their own risk. Parking spaces clearly marked, lighting in car park. Snow / ice cleared from car park in wintry conditions.	Unlikely	Harmful	Moderate (4)	
<b>Hazardous substances</b>	Use of chemicals for cleaning etc. could expose users / staff to hazard.	Materials / liquids used are bought from recognized sources and clearly labelled. Cleaning materials and products stored securely.	Unlikely	Harmful	Moderate (4)	Cleaning cupboards to be tidied / reviewed
<b>Electricity 1 (appliances and circuits within Hall)</b>	Use of appliances within hall could cause hazard to users / staff etc.	Contract in place to cover regular inspection and PAT testing of hall equipment and devices. Users advised of responsibilities re their own gear i.e. loading of sockets etc.	Unlikely	Harmful	Moderate (4)	
<b>Electricity 2 (external equipment brought in on temporary basis)</b>	Appliances brought in to hall by contractors / users etc. could present hazard	Any equipment hired in – i.e. sound equipment etc. must be checked and operated safely – users to sign Ts&Cs at time of booking	Unlikely	Harmful	Moderate (4)	

<b>Stored materials and equipment</b>	Storage areas could present hazard to staff / volunteers etc. if not kept tidy	Notices posted in storage areas as applicable - safe stacking principles adopted where possible, storage areas monitored / cleared out on a regular basis. Access to storage areas limited by key locks	Unlikely	Slightly harmful	Tolerable (2)	
<b>Asbestos</b>	-	All asbestos in the hall was removed	Very unlikely	n/a		
<b>Fire</b>	Risk of fire to users / public / staff etc.	Service contract to complete fire checks on regular basis – covers inspection / testing of equipment / access etc. Regular fire alarm tests carried out. Fire & safety procedures noted within Ts&Cs. Fire assessment kept updated. Emergency exits kept clear. No smoking within the building and no smoking signs on doors / windows.	Very unlikely	Harmful	Tolerable (2)	Fire assessment completed Nov-17 – follow up actions tbc. – but overall report cited risk level as tolerable
<b>Lift operation</b>	Users / staff could get stuck in lift ?	Only to be used under adult supervision. Lift operation rules displayed inside and outside the lift. Maintenance instructions kept inside lift control box – key to access control box kept in key box within the Tower. Lift maintained on contract on regular basis	Unlikely	Slightly harmful	Tolerable (2)	
<b>Computers &amp; electronic gear</b>	Risk of virus etc. on computers	4/5 computers removed from site and donated to good causes. For remaining computers blocking software installed and updates processed on regular basis.	Unlikely	Slightly harmful	Tolerable (2)	
<b>Usual kitchen hazards</b>	Risk of injury in kitchen areas	Notices posted banning children from kitchen and warning users of risks. Kitchens checked every evening prior to lock up to make sure appliances shut off etc.	Unlikely	Slightly harmful	Tolerable (2)	
<b>Locking the building with people inside</b>	users, public etc. at risk of being trapped in building	Emergency exits signposted and these all open freely from inside. Key register maintained to show who has access to keys.	Unlikely	Slightly harmful	Tolerable (2)	
<b>Stage extension units</b>	stage equipment presents hazard if not used safely	Training sessions arranged with users when booked or help provided to set up. .Users must ensure that the sections are locked together and secured to the fixed stage.	Unlikely	Slightly harmful	Tolerable (2)	

### Others Responsible for their own Risk Assessment

- Hall users must acquaint themselves with the Terms & Conditions published on the [website](#)
- Contractors must ensure that their equipment is safe and that they conform with safety requirements and insurance

To return to the Village Hall website, click [here](#).

The risk ratings for likelihood and severity are based on the risk matrix outlined on the HSE website  
<http://www.hse.gov.uk/risk/faq.htm#g8>

		Potential severity of harm		
		Slightly Harmful 1	Harmful 2	Extremely Harmful 3
Likelihood of harm occurring	Highly unlikely 1	Trivial 1	Tolerable 2	Moderate 3
	Unlikely 2	Tolerable 2	Moderate 4	Substantial 6
	Likely 3	Moderate 3	Substantial 6	Intolerable 9