

# Asby Village Hall

## General Risk Assessment

### Introduction

In line with the Hall’s Health and Safety Policy a General Risk Assessment has been constructed from the findings of the most recent Health & Safety Review. The review was conducted by members of the Village Hall Committee, using guidance materials developed by the Health and Safety Executive (HSE) for use in premises such as ours.

This general risk assessment looks at risks posed to both users of the hall and those who may be repairing or maintaining it. However, all those hiring the hall, or performing maintenance tasks within it, remain responsible for assessing the risks involved in their specific activities.

The findings of the H&S Review and associated General Risk Assessment were discussed by the Village Hall Committee and, where necessary, a plan made to perform any corrective actions.

### Risk Assessment based upon H&S Review of: February 2019

Hazard Type	Potential Harm	Current measures	Further action needed	Action Plan	Completed?
Slips, trips, and falls.	Users may suffer injury if they slip (e.g. on spillages) or trip over objects.	<ul style="list-style-type: none"> <li>• Good lighting provided throughout the hall.</li> <li>• Users know to clean up spillages promptly. *</li> <li>• First Aid box provided together with accident procedures. *</li> <li>• Landline telephone available for calling emergency services.</li> </ul>	<ul style="list-style-type: none"> <li>• Trailing Cables – users to be advised on risk reduction.</li> <li>• External steps not clearly delineated.</li> <li>• Unprotected stage edge represents a fall risk; but impractical to modify.</li> </ul>	<ul style="list-style-type: none"> <li>• Publish revised “Information for Hirers”</li> <li>• Step edges to be highlighted with white paint.</li> <li>• Advise users to remove stage steps when stage not in use. **</li> </ul>	<p>June 2019.</p> <p><b>PENDING</b></p> <p>July 2019</p>
Working at height.	Anyone working at height could suffer serious injury, should they fall.	<ul style="list-style-type: none"> <li>• An appropriate stepladder is securely stored and available for use.</li> <li>• Users know they are responsible for the safe use of stepladders. *</li> </ul>			
Electricity	Users risk electric shocks or burns from faulty equipment or installation.	<ul style="list-style-type: none"> <li>• Fixed installation installed by qualified electrician.</li> <li>• All repairs to be carried out by qualified electrician.</li> </ul>	<ul style="list-style-type: none"> <li>• No recent electrical installation condition report is available. This is required by current Electricity at</li> </ul>	<ul style="list-style-type: none"> <li>• An up-to-date EICR to be arranged.</li> </ul>	<b>PENDING</b>

		<ul style="list-style-type: none"> <li>• Portable equipment checked for visual signs of damage</li> <li>• Hall users know that they are responsible for any equipment they bring on site.</li> </ul>	Work legislation. (...and possibly by insurers.)		
Stored Equipment	Users could be injured by inadequate storage or heavy/collapsing stacks.	<ul style="list-style-type: none"> <li>• Adequate storage for equipment has been provided.</li> </ul>			
Manual handling	Users may suffer back pain if they try to lift heavy objects .	<ul style="list-style-type: none"> <li>• Users know they must not stack chairs too high. *</li> </ul>	<ul style="list-style-type: none"> <li>• Users to be advised to consider this risk at all times.</li> </ul>	<ul style="list-style-type: none"> <li>• Publish revised advice. **</li> </ul>	July 2019
Asbestos	Only poses a risk if fibres are released to the air and inhaled. Maintenance workers most at risk.	<ul style="list-style-type: none"> <li>• Checklist of common asbestos containing items reviewed. No items discovered.</li> <li>• Possibility of asbestos in the roof space was not investigated.</li> </ul>	<ul style="list-style-type: none"> <li>• Anybody needing to access the roof space to be advised of possible asbestos risk.</li> </ul>		
Fire	If trapped, users could suffer fatal injuries due to smoke inhalation / burns.	<ul style="list-style-type: none"> <li>• Location plan of fire fighting equipment and emergency exits available to users both on-site and on website. **</li> <li>• Users are aware that all emergency exits are to be unlocked when hall is in use. *</li> <li>• Contract in place for regular inspection of fire fighting equipment by qualified personnel.</li> </ul>	<ul style="list-style-type: none"> <li>• Location of the switch for the emergency exit lights is not obvious.</li> <li>• A Fire Risk Assessment (FRA) should be carried out and documented.</li> </ul>	<ul style="list-style-type: none"> <li>• Light switch panel to be labelled to identify switch function.</li> <li>• Appropriate committee members, under guidance from an independent H&amp;S Consultant, to carry out a FRA.</li> </ul>	<p>June 2019</p> <p><b>PENDING</b></p>

**Notes:**

\* Via "General Conditions of Hire", available to users in the hall and on its website.

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