

Ellisfield Memorial Hall

Risk Assessment

Setting the Scene

The Management Committee decided to update the risk assessment of Ellisfield 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 at the Hall.

How was the risk assessment done?

The Committee representative Susan Deane updated the previous risk assessment guided by Five Steps to Risk Assessment www.hse.gov.uk/pubns/indg163.pdf

1. This assessment is based on government health and safety advice and guidance (including Covid-19) for village halls. It included walking around the Hall, car park and other areas, noting things that might pose a risk, speaking 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. Who could be harmed by the hazards and how has been noted.
3. The assessment noted what controls were in place to manage risks and then compared these to the guidance on HSE's website.
4. The findings of the risk assessment have been put into practice, writing down who was responsible for doing what and by when. It was decided to tick off each action when completed and to record that date.
5. The findings were discussed with the Management Committee who decided to put in place all the additional risk controls suggested. They also decided that the risk assessment would be shown to all workers doing jobs at the Hall and published on the website www.ellisfield.gov.uk for all users of the Hall and that it would be discussed with representatives of 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 were made to the Hall or how the Hall is used.

Verson 1.2 Assessment completed April 2021 Next review date April 2022

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
Slips, trips and falls caused by uneven surfaces or slippery floors	Users of the Hall, contractors, passers-by in car park. Potential injuries include fractures and bruising	Car park has been levelled and resurfaced with new gravel to eliminate trip hazards. Parking space for users with disabilities closest to Hall. Users advised to clear up spillages at once Steps checked for algae growth External time delay lighting installed	None Ongoing Ongoing None	 Gardener Cleaner	Winter 2021	Yes Yes
Working at height	Contractors, users of the Hall installing decorations Falling off ladders and other means of access	Contractors instructed to follow safe working practices. Advice given H&S policy. Instructions and obligations to be added to booking conditions		Committee member responsible for work Bookings Secretary		Yes Yes
Hazardous substances eg cleaning products	Hall users, especially young people, may suffer skin irritation or poisoning	Bleach products stored at height in cleaning cupboard COSHH data updated	None None	 Rose Taplin	Spring 2021	Yes Yes

Continued below

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
Manual handling	Users may suffer back injury when moving heavy items, eg tables and chairs		User to be advised via booking conditions to use appropriate techniques	Bookings Secretary	Ongoing	
Electricity	All users of the hall risk shocks and burns if equipment or installation faulty	<p>Fixed wiring periodically inspected, tested and certified</p> <p>Portable equipment tested every two years. Users made aware they are responsible for equipment on site and advised of need to check it</p> <p>Users advised where 2 main distribution boards are (Behind stage and in chair store cupboard)</p>	<p>Circuits to be re tested when modifications made and certificate of testing retained</p> <p>Regular users to be advised when PAT testing is being carried out to enable them to avail themselves of this activity. (may incur a charge)</p>	Susie Deane	<p>2022 November Next full inspection</p> <p>Jul-22</p>	
Fire	All users of the hall who might be trapped and suffers burns and smoke inhalation	Fire extinguisher assessed Nov 2020 Fire retardant to curtains 2018		Joanne Thomas	Oct 2021	
Asbestos	Contractors and users if asbestos roof tiles disturbed	Workmen advised if working on roof tiles	Regular checks	Buildings Sub Committee	Ongoing	
Accident Report Book	Situated in Kitchen					