



ASHCOMBE VILLAGE HALL - RISK ASSESSMENT

RISK ASSESSMENT TITLE	Assessment carried out by	Date	Date of next review	Adress
MEETING				

The methodology used is a combination of quantitative risk assessment (numerically assessing probability & consequence) Hazard Severity x Likelihood of Occurrence = RISK.

HAZARDS No.	HAZARD	WHO WILL BE EFFECTED	ACTION TAKEN (to control risk)	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
1	Fire safety and evacuation	Leader (the person leading the event), helpers (people serving drinks, food, moving furniture) and guests (people attending the event). Injuries caused by fire or as a result of evacuation process	Emergency lighting and fire alarms are tested 6 monthly by a member of the Village Hall Management Committee (VHMC) and a log is kept in the fireproof container under the server counter. The leader to address all helpers and guests to ensure they know where emergency exits are located and avoid blocking these at events. Fire doors are in place and other fire prevention measures. Evacuation points and refuge areas are known. Leader to advise helpers and guests if a fire evacuation drill or	Helpers and guests to advise leader if any fire hazards are noticed	Helpers and guests	At each event.	Ongoing

			alarm test is expected, if not, then any alarm to be considered as real and evacuation of the hall is to take place.				
2	Hazards – slips, trips and falls	<p>Leader helpers and guests.</p> <p>They may trip, slip or fall at the event.</p>	<p>Leader and helpers to ensure that there are no trailing cables or obstructions in walkways.</p> <p>Any food or drink spillages to be advised to the leader or helpers so that they can be cleared up as quickly as possible.</p> <p>If wear and tear is noticed with the flooring, trailing cables or obstruction in walkways is seen this should be reported to the VHMC.</p> <p>There is no specific disabled access to the building as the entrance to the village hall is on the ground level with no steps.</p>	<p>Leader to do a visual inspection of venue at the start of each event and report any concerns to the VHMC.</p>	Leader and helpers.	At the beginning of each event.	Ongoing
3	Hazards – electrical	<p>Leader, helpers and guests could get an electrical shock.</p>	<p>Electrical equipment is PAT tested every 5 years by an accredited electrical contractor and a record of this is kept by the treasurer and copied in the TEDs.</p> <p>Leader to ensure that helpers know how to use kitchen equipment, eg, kettle, ovens, hobs, dishwasher.</p> <p>During winter, heating will be turned on by the leader, by using the coin meter and switches at the main electrical control centre in the Committee Room</p>	<p>Leader and helpers to advise VHMC if there are any appliances with showing signs of wear and tear.</p> <p>No electrical equipment is used by guests.</p>	Leader and helpers.	At each event.	Ongoing

4	Hazards – chemicals	N/A	N/A	N/A	N/A	N/A	
5	Hazards – equipment (use and maintenance)	Leader helpers and guests.	Leader and guests to advise VHMC if any equipment shows signs of wear and tear.	See Risk 3. No hazardous equipment is used by guests.	Leader, helpers and guests.	At each event.	Ongoing
6	Moving furniture	Leader and helpers.	<p>Furniture such as tables and chairs are stored in the storage areas located at the rear of the village hall.</p> <p>Leader to ensure that there are sufficient helpers to ensure furniture is moved safely, eg, 2 people to move a table.</p> <p>After each event, leader to ensure that tables and chairs are returned to the storage areas and stored as they were found, ie, no more than 7 chairs in each stack, table legs to be folded-in.</p>	Any broken or damaged furniture to be notified to the VHMC.	Leader and helpers.	At each event.	Ongoing
7	Food hygiene, storage and preparation	Leader, helpers and guests could have a reaction to the food or drink consumed.	<p>Leader and helpers wash their hands and use sanitiser before handling refreshments.</p> <p>Refreshments are stored safely and appropriately in between events.</p>	If allergies are notified a record will be kept of whom it relates to and what the allergy is.	Leader, helpers and guests.	At each event.	Ongoing
8	Basic hygiene – toilets, washing facilities	Leader, helpers and guests.	<p>The toilets and washing facilities are cleaned and inspected weekly by the cleaner and any issues reported to the treasurer. The cleaner has a cleaning check list.</p> <p>Leader to advise guests of location of the toilets.</p>	Leader, helpers and guests to report any concerns to VHMC.	Leader, helpers and guests.	At each event.	Ongoing
9	Ventilation	Leader, helpers and guests.	There is no mechanical ventilation. Fresh air enters through doors and windows.	Windows and doors can be opened to provide natural ventilation if required.	Leader, helpers and guests.	At each event.	Ongoing

10	Security – entrances, possessions	Leader, helpers and guests. Non authorised people could gain access to building, theft could occur.	Any issues with doors and windows are generally reported by users or by the cleaner. There is no log of inspection. The key for the village hall is kept in the key safe. Some leaders and helpers know the key safe combination. The leader ensures that the front door is locked when the session has finished. Leader, helpers and guests to keep their personal belongings with them.	N/A	Leader, helpers and guests.	At each event.	Ongoing
11	First Aid – Kit, Accident Book Defibrillator	Leader, helpers and guests.	The first aid kit is kept by the bar. An accident/incident book is kept behind the bar There is a defibrillator on the outside wall of the village hall left of the front door.	N/A	N/A	N/A	Ongoing
12	Parking	There is ample parking to the front of the Village Hall		N/A	N/A	N/A	N/A
13	Outside Space	Outside space is not used for this activity.		N/A	N/A	N/A	N/A

EXAMPLE

Example	Use of audio/visual equipment	Leader, helpers or guests could be injured by a lowering screen.	The use of audio/visual equipment is only permitted if included in hire. To the audio/visual equipment, including lighting, can only be used after instruction from a competent user.	N/A	Leader and helpers.	At each event	Ongoing
Example	Setting up meeting/putting things away after meeting	Leader, helpers or guests could trip or fall over furniture. Leader, helpers or guests could trip over trailing cables.	See risk 6 above 'Moving furniture'. All cabling must be tidy to prevent tripping.	N/A	Leader and helpers.	At each event	Ongoing

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

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Signed:

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