

## Chittlehampton Village Hall

## General Use Risk Assessment

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	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
<b>1. Outside Areas</b> 1.1 Holes in car park surface to sub layer	Any user may trip	none	repair	contractors	After the refurbishment	
1.2 Concrete paths broken beside building	Users moving around outside may trip	none	repair	contractors	After the refurbishment	
1.3 Sign to say Keep Entrance Clear is very faded and indistinct	All users of the hall if cars are parked to close to the hall	none	repaint	Part of refurb	After the refurbishment	
1.4 Warning sign for CCTV is very faded and indistinct	Person or organisation that needs to use the recordings as evidence	none	replace	Parish council ZN	Rasie with PC	
<b>2.Hall</b> 2.1 The stage	Users going up or down onto the stage may fall	Wood steps are put in place and a hand rail is fixed to the wall.	none			
2.2 Putting up decorations and other use of ladders	Hirers and their helpers and Hall trustees may fall	Advice in H&S Ts & Cs for users	none			
2.3 Manual lifting of heavier older tables	Hirers and their helpers that wish to use the stored wooden tables may sustain lifting injuries	Advice in H&S Ts & Cs. Trolley is provided.	none			
2.4 Slips due to wet weather	Users entering the hall may slip	Large non-slip door mat is positioned at the main door into the hall.	none			

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<b>3.Tea Kitchen</b> 3.1 Biological hazards from food preparation and waste	All users consuming food may get food poisoning. Also risk of pest and harms caused by them.	Hirers must comply to H&S requirements and all food and waste must be removed and kitchen cleaned after the event.	none			
3.2 Scalding from the boiling water in the urn	Urn users from splashing or miss use will be scalded.	Advice in H&S Ts & Cs and children less than 14 are not allowed in the kitchen. Other must be supervised	none			
3.3 Risk of collision at kitchen doorway	Kitchen users passing in and out of the kitchen and with stage users when the steps are in place may collide.	Advice in H&S Ts & Cs plus traffic between the hall and kitchen cannot take place when the steps are in position to allow access to the stage.	none			
<b>4. Meeting Room</b> 4.1 Stacking chairs too high risk them toppling over	Hires and their helpers may be injured by stack falling over	Advice in H&S Ts & Cs	none			
<b>5. Commercial Kitchen</b> 5.1 Very large flat hot plates on commercial oven	Users of the kitchen. Hot plate may be touched causing burns or items may be put on hot plate that can melt or catch fire.	Advice in H&S Ts & Cs for this kitchen must state that only trained or supervised persons can use the cooker. Warning sign is in place.	none			
5.2 Plate steriliser scalding hazard	Users of the equipment must not submerge their hands into the very hot water.	Advice in H&S Ts & Cs for this kitchen must state that only trained or supervised persons can use the equipment.	Not available for use.			

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5.3 Biological Hazard from food preparation and waste	All users consuming food may get food poisoning. Also risk of pest and harms caused by them.	Hirers must comply to H&S requirements and all food and waste must be removed and kitchen cleaned after the event.	Cleaning and inspection routine needs to be instated	PB to ask for quote from cleaner to clean commercial kitchen floor and surfaces.	October	
5.4 Risk of head injury on low access way into Hall.	Helpers passing between the comm. Kitchen and hall can hit their head on a very low food hatch that can also be opened up fully.	Advice in H&S Ts & Cs for this kitchen must state that this risk must be taken into account when organising their event.	none			
<b>6. Guest Team Changing Room.</b> 5.1 Full height mirror is broken and not secure in its frame or to the wall	Users of the changing room risk being injured if the mirror is knocked	None	Ask football club to remove the mirror	Trustees to meet with Football Club rep.	October	
<b>7. Electrical</b> 7.1 400V Supply	400V is a lethal voltage. Someone involved in problem or accident with 400V appliance e.g. commercial oven	Voltage identifiers are in place Electric systems are periodically checked every 5 years	none			
7.2 240V Supply	Electric shock or burn from faulty wiring or accident involving appliance	Electric systems are periodically checked every 5 years	none			
7.3 Appliances provided by the Village Hall	All hall users could have electric shock or cause ignition to fire.	Hall appliances are PAT checked annually	none			

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7.4 Appliances brought into the Village Hall by hirers	All hall users could have electric shock or cause ignition to fire.	Advice in H&S Ts & Cs says appliances must be visually checked for damaged or loose cables	none			
7.5 Trailing cables	Trip hazard to all users plus potential spark can be an ignition source	Advice in H&S Ts & Cs	none			
7.6 Main Switch difficult to identify	Any incident that needs a person to electrical isolation the area must have correctly done so when switching off the main switch.	Switches are clearly marked	Part of the instructions for the use of the hall	ZN to check this is covered	October	
<b>8. Chemical</b> 8.1 Cleaning chemicals	Users that miss use them and children. Also any users if there is a leakage	All cleaning chemicals are in a locked cupboard	none			
<b>9. Legionnaires Disease</b> 9.1 Shower units are only used intermittently and not cleaned therefore potentially allowing the build of legionella in the heads	Adult football team are considered to be at low risk but other users must be considered	Only the football team have the authority to use the showers but there is no key to lock the joining passage door from the hall	Guidance to flush shower pipe with cold water after use. For any other users the shower heads and flexible pipes need to be cleaned appropriately	Showers are disconnected		
<b>10. Asbestos</b> 10.1 Medium risk asbestos on roof	Contractors that work on roof	Contractors are made aware of the risks as according to Asbestos Management Survey	Raise the funds and have the roof removed by certified company.	Plan in place with trustees	2 years	
10.2 Asbestos in loft	Contractors and	Preventing any access to	Vacuum out along	Authorised	Within 2	

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	helpers	the loft	with the rest of the roof when roof is removed according to Demolition survey	Contractors	years	
10.3 Low Risk Asbestos elsewhere	Contractors	Contractors and are made aware of the risks	The Asbestos Management Survey identifies low risk so will be left in place until renovation of hall.	Authorised Contractors	Within 2 years	
<b>11. Fire</b> 11.1 Ignition caused by fire source brought into the Hall such as cigarettes, candles and sparklers	All hall users	Advice in H&S Ts & Cs No smoking is on entrance door. Hires T&C state no naked flame is allowed in the hall.	None			
11.2 Ignition caused by electric element heaters	All hall users	Specifically states in Ts&Cs that decorations etc must be kept clear of the wall heaters.	none			
11.3 Fire caused by item on the cooker or oven	All hall users	Advice in H&S Ts & Cs Fire blanket in both kitchens	none			
11.4 Ignition caused by miss use of microwave oven	All hall users	Appropriate fire hydrants provided.	none			
11.5 Fire caused by soiled damp rags	All hall users	No soiled or damp rags to be left in the premises	none			
11.6 Hall window curtains may not be fire resistant.	All hall users	none	Replace in refurb	Trustees	Part of refurbishment	

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11.7 Hire caused by flammable decorations	All hall users	Advice in H&S Ts & Cs	none			
11.8 Arson/negligence causes shed to catch fire	All hall users and neighbour to the east.	none	Shed to be removed in renovation project		Part of refurbishment strip out.	
11.9 No fire sensors	All hall users	Advice in H&S Ts & Cs	none			
<b>12. Ice</b>						
12.1. Ice causing external ramps to be slippery.	All hall users	Parish Council grit is held in a bag for distribution	Trustees must use this salt even when the hall is hired by other users	All trustees	ongoing	

**Assessment carried out by:** Zoe Nicklin

**Date assessment was carried out:** 26/9/2023

**Date of next review:** September 2024 or before if any changes are made to the Hall or any accident happens.