

## Village Hall Risk Management Assessment

		<i>Likelihood</i>		
		<b>1 Unlikely</b>	<b>2 Likely</b>	<b>3 Highly likely</b>
<i>Severity</i>	<b>1 No or little harm</b>	Low	Medium	Medium
	<b>2 Moderate harm</b>	Medium	Medium	High
	<b>3 Severe harm</b>	Medium	High	High

The different levels of risk and action to be taken are set out below:

<b>Risk level</b>	<b>Definition and action</b>
<b>Low</b>	A low risk activity is one which is extremely unlikely to cause harm and/or would result in trivial or no injury/illness. The risk is of such a low level that there is no need for controlling action. Monitoring is required to ensure that the risk remains low.
<b>Medium</b>	A risk reduced to a manageable level that is reasonably practicable and is subject to regular monitoring and reviews. Where the moderate risk is associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.
<b>High</b>	A high risk activity is one which is very likely to cause harm and/or which may cause death or serious illness/injury. The risk requires the immediate implementation of management control to reduce the risk level to either medium or low. Work should not be started or continued until the risk has been reduced. If it is not possible to reduce risk with unlimited resources, work has to remain prohibited.

**Hazards Identified following ACRE Information Sheet 15 Appendix C 'Risk Assessments in Village Halls - examples of hazards'**

Hazard	Risk level	Hazard details and control measures
<b>Car Park/Exterior footpaths and steps</b>		
Tripping and falling - inadequate lighting	Low	Car park and exit can be dark late at night when users and visitors are entering and leaving the building. External lighting on building comes on automatically.
Tripping and falling - poor maintenance	Low	Trips and falls in the car park area could occur through poor maintenance/potholes. Car park in good condition. Annual inspection and reports from users to ensure maintenance.
Tripping and falling - surface ice/snow	High	Car park not gritted/salted in winter. Surface areas on entrance path and ramp not gritted/salted. All areas very slippery in icy conditions. Warning notice inside hall for users.
<b>Entrance Area</b>		
Slipping on wet floor	Low	Tiled floor in entrance can become slippery in wet weather as users access the building. Internal mat designed to soak water on wet feet.
Tripping and falling - loose mat	Low	Mat used to soak up wet feet could be loose. Rubber-backed non-slip mat in hallway regularly checked for wear and tear.
Lift fault	Low	Incorrect use of the lift could cause it to stop working with persons inside. We provide clear instructions about use of lift. Lift inspected and maintained annually. Hand operation available in event of lift not operating.
<b>Main hall</b>		
Incorrect moving of heavy items	Low	Users/hall manager could injure themselves moving tables and chairs. Chair trolley available. Signage indicating tables should be moved one at a time and indicating heavy item.
Electric shock from appliances	Low	A variety of appliances are available for general use by the VHMC. These could develop a fault at any time. Users could bring their own unsafe appliances into the building. Annual PAT testing ensures equipment provided by VHMC is safe; users are advised against using their own equipment unless it has been tested.

Slipping on wet floors	Low	Floors are washed when no users in building. Wet floor signs used to indicate hazard.
Electric sockets (access by children)	Medium	Organised groups provide their own electric socket covers. Otherwise, users responsible for safety of children.
Fire exits blocked	Low	Users informed of fire policy. All exits clearly marked. External areas kept free of obstructions. Additional signage to disabled toilet door – must be kept closed
Fire equipment not working	Low	Annual inspection ensures good working order.
<b>Kitchen areas (ground floor and first floor)</b>		
Hot surfaces (ground floor only)	Low	Users responsible for supervision of children on premises. Cooker rarely used.
Sharp implements	Low	Users responsible for supervision of children. Knives kept in high drawer.
Cleaning materials	Low	No hazardous materials kept out in kitchen (in locked cupboard)
Unsecured hot water boilers	Low	Boilers on top of counter.
Dangling leads	Low	All appliances close to electrical sockets.
Slipping on wet floors (ground floor)	Low	Non-slip flooring in kitchen area.
Slipping on wet floors (first floor)	Low	Wet floor signs available.
<b>Toilets (all)</b>		
Slipping on wet floor	Low	Wet floor signs during cleaning.

Cleaning materials	Low	No hazardous materials left out.
<b>Stairs</b>		
Trips and falls	Low	Handrails in place. Flooring fixed with non-slip tread.
<b>First floor meeting rooms</b>		
Incorrect moving of heavy items	Medium	No chair trolley in first floor room. Signage to indicate heavy items should be moved one at a time.
Electric shock from appliances	Low	Annual PAT testing ensures equipment provided by VHMC is safe; users are advised against using their own equipment unless it has been tested.
Slipping on wet floor	Low	Wet floor signs during cleaning.
Electric sockets (access by children)	Medium	No socket covers. Users responsible for supervision of children.
Rear stairs trip hazard	Medium	Stairs are steep. Signage indicating fall hazard. Flooring kept in good order.
<b>Maintenance</b>		
Falls from ladders	Medium	Users advised not to use ladders but to report any maintenance needs. Hall manager not trained in use of ladders.
Working alone	Medium	Hall manager to inform someone of lone working.
Electric shock from equipment	Low	Regular PAT testing of Hall equipment.
Using hazardous cleaning materials	Low	Materials kept in locked cupboard for use by Hall manager only.

Incorrect moving of heavy items	Low	Hall manager aware of rules regarding moving equipment and should seek help for any heavy items.
<b>Stores (green room and small store ground floor)</b>		
Badly stacked equipment	Medium	Storage areas designated and signage for users to return equipment safely. Regular checks by Hall manager to ensure items are returned properly.
<b>Boiler room/Cleaning cupboard</b>		
Inflammable items stored near combustion source	Low	Hazardous cleaning materials locked in separate cupboard.
<b>Stage</b>		
Stage edges not visible	Low	Regular maintenance to keep stage edges painted white.
Under stage trip hazard	Medium	Walkway at bottom of steps across under stage area should be kept clear at all times to allow safe access and egress.
Badly stacked equipment under stage	Low	Ebor Players and Camera Club responsible for maintaining safe stacking of equipment. Access not allowed for other users.