

Health and Safety Risk Assessment- Costock Village Hall

Date of Assessment : 20nd Nov 2010

Risk Assessed by: J Collins

The purpose of the Risk Assessment is to control the risk to the people that use the hall and those who are involve in the maintenance and its upkeep.

This Risk Assessment has been carried out prior to a hirer using Costock Village Hall.

Each user must conduct their own assessment taking into account any risks that they may introduce as a result of their activities during the hire period.

Hazard	Who might be harmed	Nature of injury	Risk	Severity	Mitigation	Action		
			low/med/ high	low/med high		By whom	When	Status

Slips Trips and Falls	Users, persons carrying out maintenance or involved in the Hall upkeep.	Bruising, grazing, strains or broken body parts	low	high	The Hall is a single storey building and there are no trip hazards as a result of its construction			Complete
					Car park surface to be maintained to be as even as possible and free from tip hazards			Complete
					Good lighting in the car park and all areas of the premises	TBA	TBA	Inside completed Car park to be completed
					Mats at entrance hall to prevent rain water being carried into the premises			Complete
					No storage in corridors	User	At time of use	Regular checks
					No trailing electrical cables			Regular checks
					All spillages to be cleared up immediately. If this is not possible spillages to be clearly identified to warn other users of the hazard.	User	At time of use	Regular checks
					The hire agreement sets out the duty of users to carry out their own risk assessment relative to the use of the hall and any equipment they may introduce during the hire period	hirer	At time of hire	At time of hire

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Working at Height	Users, persons carrying out maintenance or involved in the Hall upkeep who are above floor level	Bruising, grazing, strains, broken body parts or death	med	high	All ladders to be checked before use	All	At time of use	At time of use
					All ladders must be erected correctly and footed by a second person	All	At time of use	At time of use
					A copy of the HSE guidance on the safe use of ladders is posted on the notice board.			Completed
					The hire agreement sets out the duty of users to carry out their own risk assessment relative to the use of the hall and any equipment they may introduce during the hire period	hirer	At time of hire	At time of hire

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Vehicle Movement within car park area	Pedestrians and persons in vehicles	Cuts, bruises, strains, broken limbs or death	Low	High	Notice to drivers advising pedestrians using in car park	TBA	TBA	completed
					Notice to pedestrians advising vehicle movement in area	TBA	TBA	completed
					Car park very small speeding not an issue			Completed
					Good levels of lighting in car park.	TBA	TBA	To be completed
					Parking spaces clearly marked			Completed
					The hire agreement sets out the duty of users to carry out their own risk assessment relative to the use of the hall and any equipment they may introduce during the hire period	Hirer	At time of hire	At time of hire

Hazardous Substances	Users, cleaner, maintenance persons and committee members	Rashes, allergic reactions, respiration problems, damage to eyes and burns	Low	Med	Assess substances used in premises	TBA	TBA	completed
					Correct PPE and equipment provided	TBA	TBA	Completed
					Whenever possible irritant products to be replaced with milder alternatives	TBA	TBA	80% completed
					Cleaner trained to use products	TBA	TBA	completed
					All containers to be clearly labelled			Complete
					Products to correctly stored.			Complete
					The hire agreement sets out the duty of users to carry out their own risk assessment relative to the use of the hall and any equipment they may introduce during the hire period	Hirer	At time of hire	At time of hire

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Electricity	Users, cleaner, maintenance persons and committee members	Electric shocks, burns and death	Low	High	Fixed installations tested 5 yearly			Completed
					Portable appliances tested yearly			Completed
					New installations carried out by qualified persons, tested and certificated on completion	Electrician	At time of work	Ongoing
					Safety plugs in sockets	All	At time of use	completed
					No live working	Electrician	Any time	Ongoing
					Check circuits are isolated prior to work	Electrician	At time of work	Ongoing
					Other items as per fire risk	All	Ongoing	Ongoing
					The hire agreement sets out the duty of users to carry out their own risk assessment relative to the use of the hall and any equipment they may introduce during the hire period	Hirer	At time of hire	At time of hire

Stored Equipment	Users, cleaner, maintenance persons and committee members	Grazing, bruising or sprains	High	Med	Adequate storage cupboards and shelving			complete
					Notices advising of stacking heights of chairs			complete
					Ensure suitable stacking equipment	TBA	TBA	Ongoing
					The hire agreement sets out the duty of users to carry out their own risk assessment relative to the use of the hall and any equipment they may introduce during the hire period	Hirer	At time of hire	At time of hire

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Manual Handling	Users, cleaner, maintenance persons and committee members	Strains particularly backs, falls, dropping of items on body parts	Med	Med	Any item over 15 kg to be clearly marked	TBA	TBA	To be completed
					Stacking of chairs to the correct height	Hirer	At time of hire	At time of hire
					Correct stacking of tables	Hirer	At time of hire	At time of hire
					Review type of stacking chairs	TBA	TBA	To be completed
					The hire agreement sets out the duty of users to carry out their own risk assessment relative to the use of the hall and any equipment they may introduce during the hire period	Hirer	At time of hire	At time of hire

Asbestos	Predominantly contractors, users, cleaner and committee members	Respiratory diseases which can be fatal	low	high	The Hall was completely refurbished in 2009 up to and including the false ceiling excluding the warm-air heater system			completed
					Contractors to be made aware of this risk assessment and an asbestos survey to be carried out if working on old building fabric above false ceiling height and the warm-air system	Committee Organiser	At time of work	
					The hire agreement sets out the duty of users to carry out their own risk assessment relative to the use of the hall and any equipment they may introduce during the hire period	Hirer	At time of hire	

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Fire	Users, maintenance persons, cleaner and committee members	Smoke inhalation, burns, suffocation, death	Low	high	No smoking on premises	Hirer/others	At all times	Notices posted completed
					No unattended naked flames	Hirer/others	At time of hire	Terms of hire completed
					No cooking with fat on hob	Hirer	At time of hire	Terms of hire completed
					Fire risk assessment completed and posted on notice board	All	At time of use	Completed
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Noise	Users and maintenance persons	Hearing impediment, deafness	low	low	Noise levels not to exceed 85 dB	Hirer	At time of hire	At time of hire
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					may introduce during the hire period			
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Alcohol and illegal substances	Users	Falling over, inhibited judgement, impaired muscle coordination, unconsciousness, vomiting, mood changes	med	med	Selection of hirers at time of booking	Booking sec	At time of hire	Ongoing
					TENS licence required for sale of alcohol	Hirer	Prior to hirer	Terms of hire completed
					The issue of alcohol prohibited to persons suffering from its effects	Hirer	At time of hire	ongoing
					The hire agreement sets out the duty of users to carry out their own risk assessment relative to the use of the hall and any equipment they may introduce during the hire period	Hirer	At time of hire	At time of hire

Lone Working	User, cleaner, maintenance personal, committee members	None directly consequence of accident or illness could be fatal	low	med	Carry mobile phone	All	At time of work	Ongoing
					Advise persons of lone working and times of work.		At time of work	Ongoing
					No high risk activities to be undertaken.	All	At time of work	Ongoing
					No working above ground level	All	At time of work	Ongoing
					The hire agreement sets out the duty of users to carry out their own risk assessment relative to the use of the hall and any equipment they may introduce during the hire period	Hirer	At time of hire	At time of hire

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Contract Working	Contractors	Dependant on activity, contractors risk assessment to identify possible injuries	Contractor's risk assessment to identify risk of accident	Contractor's risk assessment to identify consequence or severity of accident	Contractor to provide risk assessment	contractor	Prior to work	Ongoing
					Contractor to provide method statement	Contractor	Prior to work	Ongoing
					Person placing order to agree risk assessment and method statement	Organiser	Prior to work	Ongoing
					Person placing order to make contractor aware of possible risks	Organiser	Prior to work	Ongoing
					Risk to other users must be a priority, if possible work to be carried out when hall is not being hired.	Organiser Contractor	Prior to work	Ongoing
					Work to comply with legal and statutory requirements.	Contractor	During work	Ongoing