



MARNHULL
VILLAGE HALL
Your Village ~ Your Hall

Marnhull Village hall Risk Assessment (non Covid)

The Village Hall is a registered charity provided as a community facility enabling local groups and others, of a diverse nature, to hire the Hall for their activities at reasonable rates. The Trustee Management Committee are volunteers who manage the Hall. The Village Hall Supervisor (caretaker) is the only person paid who works there regularly but trustees and volunteer's carryout maintenance.

It is part of the ethos of the village hall that Users look after the facilities and clear up after themselves. They are also expected to respect our neighbours and other Users and generally behave in a responsible manner. All Users are required to sign a booking form in which they acknowledge their acceptance of their responsibilities. All regular groups as named in the Trust Deed are invited and encouraged to send a representative to be part of the Management Committee so that they are aware of their responsibilities.

This Risk Assessment was prepared by Steve Finch (H & S Rep) in consultation with the MVH Management Committee in November 2020, It will be reviewed as necessary and in any case annually at the committee meeting after our AGM.

In preparing it we have been guided by • the HSE Five Step Guide <http://www.hse.gov.uk/pubns/indg163.pdf>

The five steps are:

Step 1 Identify the hazards

Step 2 Decide who might be harmed and how

Step 3 Evaluate the risks and decide on precautions

Step 4 Record your findings and implement them

Step 5 Review your assessment and update if necessary

HSE checklist <http://www.hse.gov.uk/voluntary/village-halls.htm>

The HSE sample risk assessment for a village hall which you can see here <http://www.hse.gov.uk/risk/casestudies/villagehall.htm>

Policy statement

The Village Hall Committee will ensure that The Hall is a safe environment so far as is reasonably practicable. Users and volunteers should take care and exercise common sense.

This Risk Assessment applies to the whole building, which encompasses, the Main hall, Pavilion, Kitchen, toilets/changing, rooms, stage area, storage areas, plant room and the bar. In this and other documents the entire building is referred to as The Hall as listed above.

The Plant Room will be locked and no one is authorised to enter other than the Facilities Manager

Dogs are not allowed in The Hall – other than authorised Assistance Dogs

Young persons under the age of 16yrs are not allowed into The Hall other than when accompanied by an adult

For Users of The Hall there is a First Aid kit if needed, it is located in the Bar area next to the kitchen, please list the items used in the book found inside the First Aid kit.

There is also an Accident and Incident Book, please complete this for all accidents and near misses', in accordance with HSE requirements the completed sheet needs to be removed from the book and placed in the letter box located in the Bar area.

DATE: 30 Nov 2020	NAME OF PERSON COMPLETING FORM: Steve Finch		
What are the hazards?	Who might be harmed and how?	Risk controls in place	Further actions necessary to control risks
<p>Slips, trips and falls</p> <p>Access Ramp to main entrance:</p> <p>The ramp could become wet and slippery in icy conditions</p> <p>Access/exit steps from Bar/Servery area:</p> <p>These steps could become wet and slippery in icy conditions</p> <p>Slippery floors inside of building</p>	<p>All users Contractors</p>	<p>Good outside lighting Hand rail fitted</p> <p>Sand/Grit is provided to make the ramp less slippery</p> <p>Good lighting and hand rails fitted</p> <p>Sand/Grit is provided to make the steps less slippery</p> <p>Users must clear up spillages immediately, using cleaning implement's provided</p> <p>The main Hall and other main areas are well lit. Lighting to storage areas and toilets is automatic</p> <p>Stairs to stage from main hall do have a handrail, risk is acceptable.</p> <p>Exterior lights operate automatically</p>	

Electricity	<p>All users Contractors</p> <p>Electric shocks Burns from faulty equipment Installation or use</p>	<p>Fixed installation correctly installed by qualified electrician, and inspected regularly. All repairs by qualified electrician, Only on approval by the Trustees. Safety plugs in sockets are NOT required (latest IET recommendations) Portable equipment checked for visual signs of damage before use Hall users know they are responsible for any equipment used on site and brought on to site Instruction in the Lobby on how to turn off electricity Hire terms require users of portable equipment if considered unsafe to report immediately and switch off</p>	
<p>Main Kitchen & Pavilion Kitchen where applicable</p> <p>Scalds</p> <p>Burns</p> <p>Shutters</p> <p>Hygiene</p>	<p>All users Contractors</p> <p>Touching sides of the kettle and urn when hot or other item on the stove</p> <p>In contact with hot water</p> <p>Dish washer</p> <p>In contact with the electric rings on the stove</p> <p>The shutters could close quickly, trapping limbs and causing injury.</p> <p>Contamination within the food preparation area</p>	<p>Only allow over 16 year olds in the kitchen unless accompanied by an adult</p> <p>Only use the handle on the kettle Only use the tap on the urn, use protective garment when lifting the lid to top up the water or items off the stove</p> <p>Users must be careful when emptying hot items from the dish washer. Instructions on its use are provided on and adjacent to dishwasher</p> <p>Use protective garment when placing an item on the rings or removing the item</p> <p>Users of the kitchen must be shown how to use the shutters correctly by experienced users.</p> <p>Separate sinks are labelled for preparing food, washing up and a separate sink with hot & cold water is provided solely for hand washing is provided in the Bar area adjacent to the kitchen</p>	<p>All users of the kitchen MUST know how to cut off the electrical supply by removing the card FOB by the access door</p>

<p>Stage Area</p> <p>Slips trips and falls</p> <p>The stairs leading up to the stage</p> <p>The edge of the stage</p> <p>Falling scenery</p>	<p>All users Contractors</p> <p>Keep the floor of the stage area clear and dry</p> <p>Take care when using the stairs</p> <p>Always be aware of the edge when on the stage</p> <p>Ensure the scenery is secure Tall items, should be made light weight to minimise any possible injury</p>	<p>Users must clear up spillages immediately, using cleaning implement's provided</p> <p>Switch on lights Hand rail available</p> <p>Always use a safety 'gap' never work right on the edge</p> <p>All scenery must be checked before the stage is used All scenery particularly drapes should be made fire resistant</p>	<p>Access to the stage should only be used due to a performance or when absolutely necessary</p>
<p>Walking into glazing</p>	<p>All users Contractors</p> <p>Users of the Hall who mistake the glazing for an open door.</p>	<p>Transfers (Decals) fitted at the regulation heights on glazing.</p>	
<p>Accessing the Terrace</p> <p>Use of the Terrace</p>	<p>This part will be assessed once the Terrace is completed</p>		
<p>Manual handling</p>	<p>All users Contractors</p> <p>Moving of chairs and table</p> <p>Emptying the dish washer Back strain</p>	<p>There is no heavy equipment that requires moving.</p> <p>Chairs have trolleys, maximum numbers of chairs on the trolleys and stacking height is clearly displayed Table Tennis tables have wheels Specially designed table trolleys installed under the stage Where possible tables to be lifted by two or more people. Care must be taken when lifting full trays into or out of the dish washer</p>	<p>Load and unload the trays before moving them</p>

<p>Working at Height</p> <p>E.g. changing light bulbs, cleaning windows, putting up decorations etc</p>	<p>All users Contractors</p> <p>Anyone working at any height could suffer injuries, possibly very serious ones, should they fall.</p>	<p>Whenever possible approved contractors should be used to change lights and clean high windows and they will follow their own HSE procedures. Private Hirers are responsible for their own safety when working at height. Reference should be made to the HSE guidance note</p> <p>Step ladders and ladders will not be available to user groups. Hall Trustee members and cleaner know how to use the stepladder / ladder safely through reference to document in Note 1 below.</p>	
<p>Lone use or working at night</p>	<p>Hall Supervisor Trustees Users Contractors</p>	<p>When working alone at the Hall, a Home Contact must be arranged so the Home Contact knows when the individual will be starting and finishing work at the Hall.</p> <p>If the individual is going to be delayed they must inform their Home contact</p> <p>If there is a delay and the Home Contact does not know of the delay they must contact a member of the Management Committee, details on the Village Hall website</p>	
<p>Fire</p>	<p>All who use the Hall</p>	<p>See separate Risk Assessment</p>	
<p>Hazardous substances E.g. cleaning products</p>	<p>Hall Supervisor & Trustees</p> <p>The Supervisor, and others cleaning, risk skin problems, eg dermatitis and eye damage, from direct contact with cleaning chemicals. Vapour may cause breathing problems.</p>	<p>Users will not have access to and must not use any cleaning chemicals other than washing up liquid and dish washing tablets(supplied by the Hall)</p> <p>Only cleaning by vacuum, brushing and wiping down with clean water shall be undertaken by the Users.</p> <p>Cleaning products are stored securely and only in the manufacturers containers.</p> <p>The Supervisor will only use those chemicals which they are familiar with as they are relatively mild</p> <p>Cleaner is provided with mops and suitable tools</p> <p>Dishwasher detergent stored under sink in kitchen</p>	<p>Ensure Supervisor is aware of hazards and trained to use chemicals.</p> <p>CoSH data sheets for all the cleaning chemicals will be in the same secure storage cupboard as the chemicals</p>

Notes 1 – separate pdf Health and Safety Executive Guidance Note on the Safe Use of Step Ladders