

## Walton (Berkswich) Village Hall Risk Assessment

There is no legal requirement for the Management Committee to comply with the 1974 Health and Safety at Work Act as we do not employ any staff. However, we recognise that we have a duty of care towards the users of our premises and subcontractors conducting new works and maintenance.

We have therefore undertaken a risk assessment of the various areas of the Hall and curtilage. The outcome of the review has been to demonstrate how the Management Committee fulfils these obligations. It shall be noted that each User Organisation is required to abide by the Terms and Conditions (T's & C's) published on the Walton (Berkswich) Village Hall (WVH) website.

Version 1

Assessment completed 23<sup>rd</sup> November 2024

Next review date 23<sup>rd</sup> November 2025

What are the hazards?	Who might be harmed and how?	What are we already doing?	What further action is necessary?	Action by whom?	Action by when?	Done
<p><b>Slips, trips and falls</b> Caused by uneven surfaces or slippery floors.</p>	Users of the Hall, contractors, passers-by in car park. Potential injuries include fractures and bruising.	<p>Car park has been resurfaced with tarmac to eliminate trip hazards. Parking space for users with disabilities closest to Hall.</p> <p>Main Hall entire wooden Hall floor has been refurbished.</p> <p>Users required by T's&amp; C's to clear up spillages immediately.</p>	<p>None.</p> <p>None</p> <p>Maintain checks on an annual basis.</p> <p>None</p>	Facilities Manager	Annually	Yes
<p><b>Fall on stage and steps</b> Caused by steps not being secured correctly to the stage.</p>	Injury if the steps are not secure. Fall off the front of the stage.	<p>The steps have a handrail on each side. They are sturdy, heavy, and safe to use.</p> <p>Children are banned from going onto the stage</p>	<p>None</p> <p>None</p>			Yes

<b>Working at height</b>	Contractors, users of the Hall installing decorations, equipment and display boards. Falling off ladders and other means of access.	Contractors are required to have insurance cover.  User organisations are instructed to comply with the T's & C's published on the WVH website.  The WVH has Employer's Liability Insurance cover of at least £5M.	None.			Yes
<b>Falling objects</b> , e.g. stage lighting and scenery	Users of the Hall and performers hit by falling heavy objects causing impact wounds or death.	Visual inspections Stage lighting is inspected periodically by a qualified electrician.	None.			Yes
<b>Storage of tables and chairs</b>	Users of Hall who are setting up or dismantling an event might suffer strains and crush injuries.	Specially designed trolleys are available for all hall users. Chairs are moved using a chair trolley to and from the storage room. Instructions for storage of chairs in the Main Hall and Bromage Room are provided by notices.	None			Yes
<b>Hazardous substances</b> e.g. cleaning products and paints	Hall users, especially young people, may suffer skin irritation or poisoning.	Stocks of cleaning products are stored in dedicated locked cupboards. Small quantities are provided in the kitchen and utility room.  Paints (for decorating Hall and theatrical set construction) are stored in a locked cupboard or off-site.	None			Yes
<b>Manual handling</b>	Users may suffer back injury when moving heavy items, e.g. tables and chairs	A trolley is available to move heavy items.	None			Yes

<b>Electricity</b>	All users of the Hall risk shocks and burns if equipment or installation is faulty.	Fixed wiring periodically inspected, tested and certificated.  Portable equipment tested bi-annually. Users are made aware that they are responsible for their equipment on site and advised to have PAT checks as appropriate.	Repeat electrical testing when due.  Circuits re-tested when modifications made.	Facilities Manager	Installed wiring tested every 5 years.  Portable Appliance Tests performed every 2 years	Yes  Yes
<b>CO poisoning</b> Emissions from faulty gas appliances.	Users of the Hall, especially	Gas appliances are serviced annually by a qualified gas engineer and checked for escaping gases.  CO alarm installed in the Bromage Room	Repeat gas testing every 12 months.	Facilities Manager	Annually	Yes
<b>Fire</b>	All users of the Hall who might be trapped and suffer burns and smoke inhalation.	Fire regulations are published on the WVH website and users are required to abide by the regulations.	Fire alarm, emergency exits and extinguishers are checked each month by a Trustee.  All systems are checked by Diamond Fire twice each year. Fire extinguishers replaced at expiry dates.	Facilities Manager	Ongoing	Yes