

Stillington Village Hall

HSE Risk Assessment

	What are the hazards?	Who might be harmed and how?	What precautions have been taken?	What further action is necessary?	Action by whom?	Action by when?	Recorded done
1.	Slips, trips and falls Eg uneven surface of car park, cleaning floors etc.	Users of the hall and car park may suffer injuries such as fractures or bruising if they slip, eg. On spillages or trip over objects.	<ul style="list-style-type: none"> • Car park surface maintained to be as even as possible. • Parking space for visitors with disabilities closest to the hall. • Good lighting in car park and in all rooms and entrance hall. • Automatic lighting in key areas. • Users know (ref. hire agreement) to clear up spillages immediately and know where the equipment for this is kept. • Appropriate floor covering to stop rain being carried in. • Users know (ref. hire agreement) not to block entrance area with objects. • Users know (ref. hire agreement) no trailing electrical leads/cables without appropriate covers. <p style="text-align: center;">Accident Book in kitchen</p>	None			
2.	Working at height eg. Cleaning windows, reading meters, winding clock.	Anyone working at any height could suffer injuries, possibly very serious ones, should they fall.	<ul style="list-style-type: none"> • Contractors should follow their own HSE procedures. Private hirers are responsible for their own safety when working at height. • Hall committee members and cleaner know how to use the stepladder safely .(document where ladder stored) 				
3.	Hazardous substances eg. Cleaning products	Cleaner and others cleaning risk skin problems, eye damage from direct contact with cleaning chemicals.	<ul style="list-style-type: none"> • Hirers instructed to only use products provided by the Village Hall. • All cleaning other than brushing and wiping down with clean water shall be undertaken by the cleaner or committee members. 				

	What are the hazards?	Who might be harmed and how?	What precautions have been taken?	What further action is necessary?	Action by whom?	Action by when?	Recorded done
4.	Electricity	All users of the Hall risk shocks or burns from faulty equipment or installations.	<ul style="list-style-type: none"> • Fixed installation correctly installed by qualified electrician. • All repairs by qualified electrician. • Portable equipment checked for visual signs of damage before use and tested annually. • Hall users made aware that they are responsible for their equipment brought on to and used on site. • Hire terms require users to report any portable equipment if considered to be unsafe. 				
5.	Stored equipment	Users could be injured by collapsing stacks.	<ul style="list-style-type: none"> • Large tables are stacked on specially designed trolley in the main hall. • Chairs are stacked in meeting room and must not be stored more than 6 high. • Other storage is in designated cupboards. 				
6.	Manual handling	Users may suffer back pain if they try to lift objects that are too heavy or awkward.	<ul style="list-style-type: none"> • Trolley provided for moving chairs. 				
7.	Noise	Over loud music for both users of the Hall and residents	<ul style="list-style-type: none"> • All music should cease by 11pm. <p>This must be mentioned in Hirers agreement</p>				
8.	Protection of persons in kitchen and boiler room .	Any unaccompanied children. Users of hall	<ul style="list-style-type: none"> • Prohibit children from entering the kitchen/boiler room • Sign on boiler room stating committee members only 				
9.	Fire Combustible materials Overloading of electrical sockets or using incorrect/faulty appliances	Any persons in the Hall who might be trapped Suffering burns or smoke inhalation	<ul style="list-style-type: none"> • Fire risk assessment • No smoking allowed in the building • Electrical checks on all portable electrical appliances • Exit signs in place • Fixed wiring periodically inspected/tested 				

