

Haughley Village Hall - Risk Assessment 31 March 2021 to 1 April 2022

Topic	Identified Hazards	Uncontrolled Risk Rating Probability/ Impact	Who Could Be Affected?	Actions Taken to Minimise or Eliminate Hazard	Controlled Risk Rating Probability/ Impact	Residual Hazard or Risk	Further Action Required?	Further Action – How, When Whom?
General Risks								
Slips, trips and falls	Users of the hall and garden may suffer injuries such as fractures or bruising if they slip, eg on spillages or trip over objects.	Medium/ High	Users of the hall	Good lighting in garden and all rooms and corridors in hall. Users know (through hire agreement) to clear up spillages immediately and know where equipment for this is kept. Mats at entrances to stop rain water being carried in. No storage in corridors. No trailing electrical leads/cables.	Low/ High	Low risk	Regular safety inspection to focus on surfaces, storage and use of appropriate cleaners.	Caretaker on a monthly basis.
Vehicle movement	Narrow access road encourages on-pavement parking thereby restricting movement, especially for disabled people.	Medium/ Medium	Hall users and other pedestrians	Encourage hall users not to park in The Folly but use other parking facilities.	Low/ Medium	Low risk	Repeated reminders to users not to park on pavement.	Included in hire agreement
Electricity	Users risk electric shocks or burns from faulty equipment or installation.	Medium/ High	Hall users and maintenance staff	Fixed installation correctly installed by qualified electrician, and inspected regularly. All repairs by qualified electrician. Safety plugs in sockets. Portable equipment checked for visual signs of damage before use. Hall users know they are responsible for any equipment used on site.	Low/ High	Low risk	Annual PAT testing. Full building testing every 10 years.	Reviewed by VHMC
Gas	Risk of fire or explosion	Medium/ High	Hall users	Carry out correct annual maintenance of calorifier. No repairs or changes to be conducted other than by fully qualified staff.	Low/ High	Low risk		Reviewed by VHMC

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Fire	Fire alarm not working or escape route blocked.	Medium/ High	All users	A contract for fire alarm maintenance is in place Check that all fire doors are unlocked at all times, when the venue is in use. Regular check to be carried out, by accredited agent and fire certificate to be issued. All access/egress routes to be kept clear. Emergency escape route signs to be maintained. Fire extinguishers to be checked and logged.	Low/ High	Low risk	Procedure to be reviewed on annual basis or as required.	Monitored by Caretaker and VHMC
Water systems	Legionella	Medium/ High	All users	Regular checks for presence of legionella to be made throughout plumbing system. All taps to be run periodically to endure dead-legs do not harbour disease. Calorifier to be operated at recommended temperatures.	Low/ High	Low risk	Need to make sure checks are undertaken by qualified person	Contract in place with specialist company
The Main Hall								
Accident when exiting	Emergency exit issues straight onto street	Medium/ Medium	All users	Users to take care if using exit in emergency. Inform users to do so if evacuation necessary.	Low/ Medium	Risk remains and structurally not possible to remove.		
Green Room								
Electric radiators	Risk of fire through covering radiators	Medium/ High	Users	Ensure signs are placed reminding users not to cover heaters with clothing or other objects.	Low/ High	Low risk	Place appropriate signs	
Old Reading Room								
General	No additional hazards identified beyond those listed under general risks.		All users	Follow procedures under general risks.		Low risk.		

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Lobby								
Accident when exiting	Exit issues straight onto street	Medium/ Medium	All users	Users to take care when using exit.	Low/ Medium	Risk remains and structurally not possible to remove.		
Trip hazard at night	Poor street lighting outside main lobby	Medium/ Medium	All users	Users to take care when using exit. Lobby illumination to be maintained in working state.	Low/ Medium	Risk remains until parish council improve lighting. Local lighting placed on building wall.		
Kitchen								
Cooker	Fire	Medium/ High	All hall users	Cooker to be kept clear at all times. No hooks to be placed above cooker. Fire blanket to be stored adjacent to cooker.	Low/ High	Medium risk	Checked by Caretaker	Reviewed by VHMC
Infestation of rats/mice.	Infection and damage to fixed equipment.	Medium/ Medium	All hall users	Kitchen to be kept clean. Food should be kept in sealed mouse-proof jars. Regular checks for presence of rats or mice to be undertaken. If presence is identified action should be taken to eliminate as quickly as possible. If traps are required these should be positioned away from children.	Low/ Medium	Low risk	Checked by Caretaker	Reviewed by VHMC
Garden								
Lone Working with Machinery	Falling and other accidents	Medium/ Medium	Staff	Volunteer to inform someone of their intention to work in garden. Carry mobile phone.	Low/ Medium	Still potential for accident but consequences are minimised.		
Malting								

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Stored equipment	Collapse and toppling of equipment	Medium/ Medium	Users and staff	Equipment to be carefully stored on racks provided. Standing equipment not to be stacked to un-safe heights.	Low/ Medium	Still potential for accident unless out-of-use equipment is not removed from building.		
Trip hazard	Uneven surface and marginal lighting	Medium/ Medium	Users and staff	Especial care to be taken by users. Access not permitted to general public.	Low/ Medium	Medium potential for accident remains.	Consider project to improve material state of the room.	
Toilets								
Toilets	Hygiene	Medium/ Medium	All	Toilets and washing facilities to be cleaned regularly. Soap and hot water to be available to all. Observe general precautions against legionella.	Low/ Medium	Low residual risk.	Check that hot water is available at all times for use to all users of hall.	Reviewed by Caretaker and VHMC

Note 1. Risk rating as follows:-

1. Probability - Low/Medium/High
2. Impact - Low/Medium/High

Review March 2022