Risk Assessment

This is the statement of general policy and arrangements for: Barton under Needwood Village Hall This document covers the Hall's standard Risk Assessment Procedures and Requirements. It is the Hirer's responsibility to supplement this assessment with items specific to their Group or Event and the Hall reserves the right to ask for a copy of the Hirer's Risk Assessment if appropriate. In addition, the Hall provides copies of Generic Emergency Evacuation Plans and Personal Emergency Evacuation Plans – it is the responsibility of the Hirer to ensure these fit their group needs and adjust if required. A copy of any updated GEEPs and PEEPs should be provided to the Booking Clerk.
Chairman of Village Hall Management Committee (VHMC) has overall and final responsibility for health and safety
Caretakers / Booking Clerk have day-to-day responsibility for ensuring this policy is put into practice

Signed: * (Chairman VHMC)	**(hard copy signed)**	**Dated:** **06.02.2025 revised 10-9-2025**

Statement of general policy	**Responsibility of: Name/Title**	**Action/Arrangements (What are you going to do?)**
Prevent accidents and cases of work-related ill health (physical and mental) by managing the health and safety risks in the workplace	Chairman VHMC	Ensure that risk asessments are updated annually.
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Chairman VHMC	Ensure all employees are aware of the health and safety policies of the VHMC Liaise with the village hall Booking Clerk and Buildilng Managers to ensure the hall is maintained as a safe space for users and ensure all Hirers are made aware of the hall policies
Engage and consult with employees on day-to-day health and safety conditions	Chairman/Caretakers	Reports back to Chairman VHMC
Implement emergency procedures – evacuation in case of fire or other significant incident.	Caretakers Booking Clerk	Ensure all fire doors are kept clear and in good condition Ensure all fire and electrical safety certicates are kept up to date Carry out fire drill and practice drill at least once per year.
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Caretakers	Ensure that the hall and equipment is maintained in a safe working condition. Safety checks and PAT testing is carried out at regular intervals and records kept by Building Manager

Health and Safety Law Poster is displayed at (location)	On the main notice board in the foyer
First-aid box is located:	In the main kitchen and ground floor stores
Accident book is located:	In the main kitchen.

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulati**ons)**

What are the hazards?	**Who might be harmed and how?**	**What are you already doing?**	**Do you need to do anything else to control this risk?**	**Action by who?**	**Action by when?**	**Done**
Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages.	General good housekeeping is carried out. All areas well lit, including stairs. No trailing leads or cables. Inspections carried out daily. Users know (through hire agreement) to clear up spillages immediately and know where equipment for this is kept. Mats at entrances to stop rainwater being carried in. No storage in main thoroughfare. Deliveries stored appropriately as soon as possible All steps and stairs marked with hazard markings Accident book provided to log any incidents	Good housekeeping in all areas needed, e.g., on spills. Check that Hirers know where equipment is. Maintain mats in good condition to avoid edges becoming a trip hazard Warning tape will need renewing as it becomes worn and less clear. Accidents to be reviewed weekly and further mitigation introduced, if necessary	All staff Caretakers Caretakers Caretakers	Ongoing Ongoing January 2025 Ongoing	
Slips, Trips, and risk of banging into objects in store.	Staff and Hirers	Store is organized as best as possible, but space is limited. Fire escape is kept clear. Tables and ballet bars are restrained with harnesses. Walkway is kept clear. Tooling is locked away.	Limit access to staff and limited access to Hirers – Hirers access to get materials, not as a through way. **No children allowed in store.**	Booking Clerk and Caretakers	Ongoing	
Lone working	Hall staff	Staff shall advise a family member or staff member when they are at work/expected home. Staff members will carry a mobile phone when at work.	See also Lone Worker Policy	All staff	Ongoing	

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Manual Handling	Caretakers	Equipment is provided to move tables and chairs close to point of use. Lift is used to transport between floors. Chairs light weight.	Individual tables will be carried short distances without twisting the body and care will be taken not to trap fingers when opening/closing legs.	Caretakers		
	Hirers	Caretakers set up tables and move chairs.	Discourage Hirers from moving stacks of chairs or setting up/closing tables. **No children to move equipment.**	Caretakers		
Accident or Illness	Staff or others using the Hall.	Provision of First Aid boxes and their maintenance. Box contents checked if tell tail is broken or accident book entry is made or every six months. Box marked with earliest expiry date.	Nominate Caretakers and Hirers as appointed persons for First Aid.	Caretakers	ongoing	
Lift	User may become trapped in event of a power failure.	Warning notice on the lift saying do not use in case of fire.	Brief Hirers	Caretakers and Booking Clerk.	Ongoing	Done
Fire	People with mobility issues are unable to evacuate from first floor.	Evacuation chair provided and Hirers shown how to use. Chair inspected weekly.	Use ground floor rooms for people with mobility issues, if possible. Demonstrate chair to new Hirers.	Caretakers and Booking Clerk.	Ongoing	
Cleaning products	The cleaner, and others cleaning, risk skin problems, e.g., dermatitis and eye damage, from direct contact with cleaning chemicals.	Mops brushes and strong rubber gloves provided. Cleaning products marked 'irritant' replaced with milder alternatives. Hirers reminded to use products safely, e.g., follow instructions on the label, dilute	Any reddening of skin, itchiness or soreness reported to Hirer/ group leader, and person consults GP.	Record in accident book - Hirer/ Group Leader.		

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	Vapour may cause breathing problems.	properly and never transfer to an unmarked container.				
	Cleaning products may be ingested by children.	Cleaning products stored securely.	Maintain good housekeeping.	Staff, contractors, and Hirers		
Broken glass/bottles/crockery	Shards of glass may be walked on by dancers in flimsy footwear.	Hirers are encouraged to clean breakages up. Glass is only permitted for parties and events. **Drinking glasses not allowed in Main Hall to avoid damage to sprung floor.**	In addition to Hirers cleaning up, cleaners to be informed following a breakage so they can clean thoroughly. Routine cleaning takes place every day before classes start.	Staff and Hirers		
Stage	Risk of manual handling injuries during assembly/disassembly. Hirers could be hurt by incorrect or partial assembly.	Caretakers have been trained to assemble the stage. Assembly will always include one set of steps and barriers where required for safety.	Inspection during assembly to identify defective components.	Caretakers.		
External contactors working on site.	Risks to contractors and Hirers associated with works.	This RA will apply.	Additional risks will be identified and control measures put in place.	Hirers, Caretakers and Hall Management.		
Kitchen appliances	Risk of damage to personnel and equipment if kitchen appliances used inappropriately.	The kitchen is used by competent persons and cleaned thoroughly after use. Instructions for use of equipment in kitchen.	Equipment PAT and safety checked regularly as above. Ensure Instructions for use of equipment accessible. Bins are emptied as required.	Hirers to check users are competent / Caretakers	From now on	

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			Suitable rubbish bags are provided			
Work at height e.g., changing light bulbs, cleaning windows, putting up decorations etc.	Anyone working at any height could suffer injuries, possibly very serious ones, should they fall.	Appropriate, commercial stepladder securely stored and available for use by Caretakers	Caretakers know how to use the stepladder safely and have access to HSE guidance on use of stepladders. Check condition of ladders at each use.	Caretakers	From now on	
Electricity	Users risk electric shocks or burns from faulty equipment or installation	Hall inspected regularly by qualified electrician All electrical appliances tested annually by qualified electrician. Repairs carried out by qualified electrician Hall Hirers are responsible for any electrical equipment used in the Hall.	Hall fuse box clearly marked, and Hirers told how to turn the power off in case of emergency	Caretakers and Booking Clerk	From now on	
Stored equipment and manual handling	Risk of falling equipment if poorly stacked Risk due to handling heavy/awkward items	Notices about the maximum number of chairs to be in each stack. Trolleys for moving chairs and tables accessible.			From now on	

Additional Controls for Village Hall Managed Events

Hazard	Who is at risk	Control of risk	Further comments	Announcement required
Medical emergency	All, especially pre-existing conditions	Mobile phone available for contacting emergency services or others	Awareness by volunteers of location of First Aid Kit provided by Hall (in kitchen) and defibrillator (in Foyer by Main Entrance)	Make yourself known to a volunteer

			Also awareness by volunteers of defibrillator at Co-Op (needs mobile phone to gain access).	
Fire	All	Maintain clear exits and escape routes. Mobile phone available for contacting emergency services	Awareness by volunteers of location of fire extinguishers	Identify exits (NB Crowberry Lane traffic); alarm is NOT a drill
General	All	Identify volunteers by badges; encourage volunteers to keep aware of risks arising as the event progresses, and to seek to reduce/remove them		Volunteers have badges; speak to any of them in case of problems
Disabled facilities	Disabled	Facilities available		Identify facilities and location
Slipping, tripping	All	Clean up spills; monitor for items left on floor (bags, sticks, coats etc.) and encourage removal/safe placement; monitor for misplacement of furniture etc. and remedy; ensure performers cables etc. don't encroach on public space or are adequately protected/shielded/identified	Mops and cloths to be available from kitchen. Adequate illumination before, after and during interval	Let us know about spills; explain system for drinks (movement during performance is not necessary)
Broken glass	All	Broom and dustpan in cupboard. Volunteers only handle broken glass. Glasses not in MH	Plastic beakers available from kitchen if preferred by visitors	
Emptying the building	All	Maintain a count (from door, ticket stubs etc.) of numbers present, in case of evacuation; designated fire monitors to check allocated rooms in event of evacuation and report back to senior fire warden (nominated on the day of the event); check all rooms at end of performance (including e.g. toilets, disabled toilet).	Fire wardens assemble outside main doors and report to nominated volunteer.	
Heavy lifting (staging, stock for bar etc.)	Volunteers	Two-man lifting where appropriate; use trolleys for staging and chairs. Hall managers to set up hall provided stage, lights		