

COLERNE VILLAGE HALL RISK ASSESSMENT

The Management Committee decided to do a risk assessment of Colerne Village Hall to control risk to people who use the Hall and are involved in its maintenance and upkeep.

The Management Committee does not have a legal requirement to record the findings of this risk assessment as it has no employees. All the repair and maintenance work at the hall is carried out either by volunteers or, where appropriate by self-employed contractors, who have responsibility for their own health and safety, as well as for other issues, such as their hours of work and their financial and tax arrangements. The Committee has, however, decided that there are sound legal and business reasons to record the findings of this risk assessment and to take steps to ensure that they are brought to the attention of those using or working at the Hall.

The Chairman and Secretary followed the guidelines on the Health and Safety Executive website to produce this risk assessment.

What are the hazards?	Who might be harmed & how?	What are we already doing?	What further action is necessary?	Action by whom?	Action by when?	Done
<p>Slips, trips & falls Caused by uneven surfaces or slippery floors.</p> <p>Car Park & Pathways.</p>	Users of the Hall, Contractors & Volunteers. Potential injuries include fractures & bruising.	Entire wooden floor levelled by sanding and polished in 2022. All carpets removed from the Hall & anti slip flooring installed. Entrance mat installed in the foyer. Users advised to clear up spillages immediately. All surfaces level and free from obstructions.	None.			
Finger Entrapment in doors	Users of the Hall, Contractors & Volunteers	Door stops provided to wedge doors open when anyone uses the Hall.	None.			
Fall from stage	Any users of the stage.	Users warned to restrict access to the stage during any hiring.	None.			
Working at height	Contractors & Users decorating the hall or	Large aluminium ladder only used when 2 people are in the hall.	None.			

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	accessing lighting bars. Normal step ladder used for rigging scenery. Falling off ladders.	Only one regular group uses this ladder to rig scenery & 2 people are always present when ladder in use.				
Hazardous substances e.g. Cleaning products & paint	Users of the Hall, Contractors & Volunteers, especially young people, may suffer skin irritation or poisoning.	Cleaning products stored in dedicated bolted cleaning equipment cupboard. Paint stored in a locked cupboard.	None.			
Manual Handling	Users may suffer back injury when moving stacked chairs	User are advised not to stack chairs higher than 5 and a trolley is provided to move them	None.			
Electricity	All users of the Hall risk shocks & burns if equipment or installation were faulty.	Fixed wiring inspected & tested every 5 year. Portable appliances tested annually. Users made aware they are responsible for their equipment on site, which is tested at the same time as the Halls and anything brought into the Hall must be PAT tested. Users advised where the man distribution boards and switches are.	Repeat electrical testing when due.	Treasurer	As per maintenance schedule	
CO Poisoning	All users of the Hall.	Gas appliances are serviced & certified every year. CO monitors have been installed next to each gas appliance – boiler in the Cleaning Equipment Cupboard plus	Repeat gas servicing and CO monitors testing & certified every 12 month.	Secretary	As per maintenance schedule	

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		the two heaters in the Main Hall and the boiler in the Denys Sargent Room. All radiators plus the 2 heaters in the Main Hall have covers fitted to prevent scalding if appliances touched by any user of the Hall.				
Fire	All users of the Hall who might be trapped & suffer burns & smoke inhalation.	Fire Risk Assessment done. Smoke alarms fitted. Emergency Exit lights fitted.	Repeated annually. Smoke detectors to be checked every 6 months. All Emergency Exit Lights checked as per suppliers instructions.	Secretary	As per maintenance schedule	