

Risk No.	Identified hazard	Risk rating (likelihood x impact)	Date added	Who might be harmed and how	Current measures	Further action required	Person(s) responsible	Action by when	Review date
1	Slips, trips and falls	3x3=9	03.11.21	<p>Users of the hall, car park and grounds</p> <p>Injuries could result from trips on uneven or overgrown surfaces</p> <p>Slips arising from spillages and trips caused by objects left lying around</p>	<p>Car park – surface maintained to be as even as possible</p> <p>Hall lighting – adequate lighting in all rooms</p> <p>Spillages – terms and conditions specify that users and hirers clear up after themselves</p> <p>Toilets and kitchen have non-slip vinyl floor covering</p> <p>Mats – these are placed at the main entrances to reduce the ingress of rainwater</p>	<p>Improve external lighting</p> <p>Disabled parking space to be made available by main doors</p> <p>Visually check regularly</p> <p>Cleaner to be aware of products that can be used and warning signs to be employed during cleaning</p> <p>Clean regularly</p>	Risk coordinator		03.05.22

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2	Working at height	3x3=9	03.11.21	<p>Anyone working at height. Serious injury may result from a fall</p> <p>Dropping of tools or materials</p>	<p>Hall users are made aware of the proper use of stepladders via the terms and conditions of hire</p> <p>Companies or self-employed workers engaged to carry out maintenance and repair have a responsibility for their own health and safety</p>	<p>Regular checks on the condition of the stepladder.</p> <p>A copy of HSE 'Safe Use of Ladders and Stepladders' guidance to be available. (Check it is the latest version)</p>		03.05.22	03.05.22
3	Vehicle movement	3x1=3	03.11.21	Drivers, their passengers and pedestrians using the car park. In addition to persons using the Village Hall, there may also possibly be an amount of unauthorised parking	<p>Car park entrance not clearly marked</p> <p>Hirers are made aware of their responsibilities with regard to car parking in the terms and conditions of hire</p>	<p>Evaluate cost/benefit of concave mirrors</p> <p>Erect car park sign with 5 mph speed limit</p> <p>Maintain terms and conditions</p>		03.05.22	03.05.22

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3	Hazardous substances	3x2=6	03.11.21	Cleaning chemicals are the most commonly available, with the cleaner being at most risk. The problems most associated with these would be: direct contact with skin and eyes – eye damage, dermatitis etc.; vapours such as solvent and bleach – breathing difficulties; mixing products such as bleach and acid descalers –breathing difficulties, eye damage etc.	Bleach and washing up liquid are limited to cleaning purposes. Descaling products are only used in 'one-off recovery' procedures Cleaning materials are locked away in the store room Rubber gloves are provided	Review environmental impact of cleaning materials. Identify if safer cleaner materials may be used		03.05.22	03.05.22
4	Electricity	4x2=8	03.11.21	Users risk electric shocks or burns from faulty equipment or installation	Electrical integrity of mains system checked by qualified electrician Appliances PAT certificated	Maintain testing regime Hirers to be informed, via terms and conditions, that equipment brought into the hall must comply with current legislation			03.05.22

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5	Stored equipment	3x4=12	03.11.21	<p>Unstable stacks of tables and chairs risk collapsing on users causing injury</p> <p>Ladders/stepladders may be used without due regard to safety issues</p>	Users to be informed that they must stack tables and chairs carefully so that they do not collapse				03.05.22

6	Food hygiene	4x5=20	03.11.21	<p>Those most at risk:</p> <ul style="list-style-type: none"> • adults over 65; • children under 5; • people with weakened immune systems; • pregnant women <p>From food poisoning or food-borne illnesses, allergic reactions</p>	<p>Modern purpose-built kitchen with hard easy-clean surfaces</p> <p>Fridge, microwave and cooker provided</p> <p>Regular cleaning regime in place</p> <p>Use of dishwasher to ensure clean cutlery and crockery</p> <p>Food Safety Checklist displayed</p> <p>The four basic steps for maintaining food hygiene should be observed :</p> <p><i>cleaning</i> <i>cooking</i> <i>cross contamination</i> <i>chilling</i></p> <p>Food Safety Checklist to be available and reviewed regularly</p> <p>Food handlers notice to be displayed in kitchen</p>	<p>Check latest food hygiene standards</p> <p>Check requirements regarding food allergies</p>		3.12.22	
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7	Manual handling	3x3=9	03.11.21	Individuals lifting and moving equipment including chairs, tables, staging	<p>A sack truck is provided for the moving of chairs</p> <p>Staging must be moved using ideally a four-person lift, but in any case with a minimum of two persons</p>				03.05.22
8	Asbestos	1x4=8	03.11.21	Any hall user that comes into direct contact with building materials manufactured from or incorporating asbestos	<p>Asbestos only poses a risk if fibres are released into the air and inhaled. Maintenance workers are at most risk</p> <p>A recent survey indicates possible locations of asbestos in the building</p>	Asbestos risk controls to be introduced		03.03.22	03.05.22
9	Fire	2x5=10	03.11.21	In the event of a fire any hall user could suffer from burns, smoke inhalation and/or burns	<p>Fire Risk Assessment carried out</p> <p>Maintenance of terms and conditions</p>				03.05.22

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10	Building works and maintenance	2x2=4	03.11.21	Contractors, volunteers and hall users may periodically undertake elements of building maintenance, i.e. window cleaning, roof repairs, painting and decorating and general repairs	<p>Contractors:</p> <p>contractors are responsible for their own health and safety</p> <p>Volunteers:</p> <p>the management committee oversees any work that volunteers undertake and ensures that they are competent and appropriately equipped to work safely</p>				03.05.22

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