

## WORMINGHALL VILLAGE HALL – HSE RISK ASSESSMENT – 01/2023

No	WHAT ARE THE RISKS	WHO MIGHT BE HARMED & HOW	WHAT PRECAUTIONS HAVE WE 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"> <li>• Car park surface maintained to be as even as possible.</li> <li>• Parking spaces for visitors with disabilities available next to hall entrance.</li> <li>• Good lighting in car park and all rooms and corridors in hall. Automatic lighting in key areas</li> <li>• Users know (through hire agreement) to clear up spillages immediately and know where equipment for this is kept.</li> <li>• Mats at entrances to stop rainwater being carried in.</li> <li>• Users know (through hire agreement) no storage in corridors.</li> <li>• Users know (through hire agreement) no trailing electrical leads/cables without appropriate covers.</li> </ul>	None	N/A	N/A	N/A
2	Work at height Eg changing light bulbs, cleaning windows, putting up decorations etc.	Anyone working at any height could suffer injuries, possibly very serious ones, should they fall.	<ul style="list-style-type: none"> <li>• Commercial firms should follow their own HSE procedures.</li> <li>• Private Hirers are responsible for their own safety when working at height.</li> <li>• Hall committee members and cleaners know how to use the stepladder safely through reference to document in Note 1 below.</li> </ul>	None	N/A	N/A	N/A
3	Vehicle Movement	Pedestrians could suffer serious injury if struck by cars entering/leaving car park or moving in it.	<ul style="list-style-type: none"> <li>• Entrance/exit to car park clearly evident.</li> <li>• Not a large carpark and hence we do not consider necessary to have car controlling marshals.</li> <li>• Car park adequately lit.</li> </ul>	None	N/A	N/A	N/A
4	Hazardous substances Eg cleaning products	The cleaner, and others cleaning, risk skin problems, eg dermatitis and eye damage, from direct contact with cleaning chemicals. Vapour may cause breathing problems.	<ul style="list-style-type: none"> <li>• Hirers are told they must not use cleaning chemicals other than cleaning products supplied by the Hall-retained in the kitchen cupboard).</li> <li>• All cleaning other than vacuum, brushing and wiping down with clean products shall be undertaken by the hall's cleaner.</li> <li>• Cleaning products are stored securely and only in the manufacturer's containers.</li> </ul>	None	N/A	N/A	N/A

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5	Electricity	Users risk electric shocks or burns from faulty equipment or installation.	<ul style="list-style-type: none"> <li>• Fixed installation correctly installed by qualified electrician and inspected regularly.</li> <li>• All repairs by qualified electrician.</li> <li>• Safety plugs in sockets are NOT required (latest IET recommendations).</li> <li>• Portable equipment checked for visual signs of damage before use.</li> <li>• Hall users know they are responsible for any equipment used on site and brought on to site.</li> <li>• Instruction on noticeboard on how to turn off electricity.</li> <li>• Hire terms required users if portable equipment is considered unsafe to report immediately.</li> </ul>	None	N/A	N/A	N/A
6	Stored Equipment	Users could be injured by collapsing stacks.	<ul style="list-style-type: none"> <li>• Tables are stood upright between two buffers in the storeroom.</li> <li>• Chairs are stacked in the storeroom.</li> <li>• Hire agreement requires Hirers to ensure that tables and chairs are returned to the storeroom and wooden chairs must not be stored more than 5 high.</li> <li>• Other storage is in designated cabinets</li> </ul>	None	N/A	N/A	N/A
7	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"> <li>• There is no such heavy equipment that requires moving. The hire terms require tables to be lifted by two or more people.</li> </ul>	None	N/A	N/A	N/A
8	Asbestos	Committee, and others, carrying out normal activities at very low risk. Only poses a risk if fibres are released into air and inhaled. Maintenance workers are most at risk	<ul style="list-style-type: none"> <li>• There is no asbestos in the hall.</li> </ul>	None	N/A	N/A	N/A
9	Noise	Users of the Hall when over-loud music is played.	<ul style="list-style-type: none"> <li>• The hall holds a license for playing music inside the building only and does not have a permanent music playing system.</li> </ul>	None	N/A	N/A	N/A

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10	Protection of children from Kitchen, Storage Room and Storeroom risk	Any unaccompanied children.	<ul style="list-style-type: none"> <li>• Prohibit children from entering the Storeroom. Sign stating “No Unaccompanied Children Allowed. Door to be kept closed”.</li> <li>• Prohibit unaccompanied children from entering the Kitchen area.</li> <li>• Fix signs in the kitchen area stating, “Children in the Kitchen Area Must be Supervised”.</li> <li>• Plastic cups are provided for use by children to avoid the risk of using glass</li> </ul>	Update signs	NH	N/A	N/A
11	General minor accidents	All who use the hall.	<ul style="list-style-type: none"> <li>• First Aid kit supplied in the kitchen.</li> </ul>	None	N/A	N/A	N/A