

AYNHO VILLAGE HALL – GENERAL RISK ASSESSMENT – version dated 2.5.23

WHAT ARE THE HAZARDS	WHO MIGHT BE HARMED AND HOW	WHAT IS BEING DONE TO PREVENT HAZARDS	WHAT FURTHER ACTION IS NECESSARY
<p>Slips, trips and falls eg uneven surface of car park, cleaning floors, steps at rear door. Worn out/damaged floor surface.</p>	<p>Users of the hall and car park may suffer injuries such as fractures or bruising if they slip on uneven paving slabs, slippery steps, spillages on internal floors.</p>	<p>Car park surface maintained to be as even as possible. Parking space/s for visitors with disabilities available near front doors. Good lighting in car park and all rooms in hall. Motion sensitive lights above external doors fitted Oct 21. Users know (through hire agreement) to clear up spillages immediately and know where cleaning equipment is stored. Mats at entrances to stop rain water being carried in. No trailing electrical leads/cables. No storage in corridors/lobby. Yellow Salt Bin located near rear entrance door. Salt provided for use to de-ice entrance paving slabs/entrance steps in winter.</p>	<p>Inspect surfaces regularly and repair as necessary.</p> <p>Check cleaners know what products to use of relevant floor surface. area.</p> <p>Quote to be obtained for replacing damaged floor surface in Gents Cloakroom.</p> <p>Management Committee to make sure supply of salt is available throughout winter months.</p>
<p>Fire exit ramp to side of main hall</p>	<p>Anyone needing to exit the hall in an emergency.</p>	<p>Ramp requires extending to become a slope. Motion sensor lights fitted Oct '21 above all external/fire door exits which provide lighting in case of emergency.</p>	<p>Quote obtained to rectify this.</p>
<p>Hand rail at rear side entrance</p>	<p>Anyone entering the hall who relies on support.</p>	<p>New handrail fitted November '21. If necessary can open front doors to hall to allow entry by less able bodied persons. No steps at front entrance.</p>	
<p>Work at height eg changing light bulbs, putting up decorations.</p>	<p>Anyone working at any height could suffer injuries, possibly very serious ones should they fall.</p>	<p>Appropriate commercial stepladders stored in Gents Cloakroom area available for use.</p>	<p>Consider implications for work at height of any future alterations to the hall, look at alternative means of</p>

		<p>Hall users know (through hire agreement) that they are responsible for using stepladders safely. Should not be used unless another person is present.</p> <p>Condition of step ladders checked weekly by nominated Trustee.</p>	<p>access and only use steps as a last resort.</p>
<p>Vehicle movement in car park.</p> <p>WNC rubbish bins</p>	<p>Hall users could suffer serious injury if struck by cars entering/leaving car park or moving vehicle in car park.</p> <p>Car park well lit.</p> <p>Cleaners and hirers of the village hall. Care should be taken when moving possibly heavy bins. Rubbish bins positioned in corner of car park at front of hall. Bin collection is on Thursday mornings. Bins may be left blocking entrance/exit to car park by bin men.</p>	<p>For large events hirer should control parking.</p> <p>Street light positioned in car park.</p> <p>Put bins back after rubbish collection on Thursdays.</p>	<p>Advise hirers through hire agreement to consider whether they need to control car parking.</p>
<p>Hazardous substances eg cleaning products/tins of paint</p>	<p>Cleaner and users of the hall.</p> <p>Unsupervised children.</p>	<p>General cleaning products available for use located in cupboard under kitchen sink and in cupboard in store area of Gent's cloakroom.</p> <p>Tins of paint moved to large external storage shed August '21.</p>	
<p>Electricity</p>	<p>Users risk electric shocks or burns from faulty equipment or installation.</p>	<p>Fixed installation correctly installed by qualified electrician and inspected regularly.</p> <p>All repairs by qualified electrician.</p> <p>Safety plugs in sockets.</p> <p>Portable equipment checked for visual signs of damage before use.</p> <p>Hall users know they are responsible for any equipment used on site.</p>	<p>Make sure hall users know where the fuse boxes are located and how to switch supply off in an emergency.</p> <p>Fuse boxes marked on plan of village hall provided to hirers with hire agreement. Notices requesting hirers to turn off water heaters at end of booking.</p> <p>Remind users that their portable equipment must be PAT tested. Any items considered unsafe should be</p>

			identified and taken out of use and reported to Booking Secretary.
Gas CO2 detection	If gas leakage risk of death from CO2 poisoning.	Fixed installation (central heating) correctly installed by registered plumbers. Boilers serviced and inspected annually. External gas supply pipe painted yellow to conform with building requirements Aug '21. CO2 detector in kitchen checked monthly and battery checked regularly by nominated Trustee. Hirers see 'services' plan in Hall Information given to them as part of Booking Contract.	
Water	Risk of flooding/damage if taps not turned off correctly.	Hirers advised in hire agreement this is their responsibility.	
Smoke Alarm	Risk of fire damage to premises and personal injury if alarm not working.	Battery operated smoke alarm fitted in Kitchen and Mary Cartwright Room on ceiling near serving hatch. Smoke Alarm tested regularly/monthly by nominated Trustee. Battery should be replaced regularly.	
Stored equipment/manual handling	Users could be injured by collapsing stacks of equipment. Users may suffer back pain if they try to lift objects that are too heavy or awkward.	Users know that they should move/stack larger tables in trolley supplied. Chairs should not be stacked more than 6 in height. Trolley to move chairs around hall (kept in Gents cloakroom store area) should be used.	
Fire	If trapped, hall users could suffer fatal injuries from smoke inhalation/burns/death. No smoking permitted within the building.	Fire risk assessment carried out. What to do in event of fire notice on Main Hall notice board. Safe Fire Assembly Point is on the grass in front of the flats beside the Village Hall.	

		<p>CO2 and H2O Fire extinguishers positioned around hall. Fire blanket in kitchen.</p> <p>Fire extinguishers and fire blanket inspected annually.</p> <p>Fire exit doors to be kept clear at all times, opening/closing mechanism checked weekly by nominated Trustee. Specialist Burns Kit provided in kitchen in addition to general First Aid Box. Inspected monthly by nominated Trustee.</p>	
Legionnaires' Disease	<p>Risk of users contracting Legionnaires' Disease from hot water sources not maintained correctly, spray arms of hot water heaters in cloakrooms/kitchen not regularly cleaned/used.</p>	<p>Cleaners to clean spray arms of handwash sinks each week. After a period of Village Hall being closed (eg due to shutdown by Covid) all taps should be run weekly for at least 5 minutes to clear pipes.</p>	<p>Trustees to ensure this is done.</p>
Asbestos			<p>Not known if building contains asbestos. Inspection needed.</p>
COVID '19	<p>Risk of Covid 19 being passed on to/by individuals present in the hall.</p>	<p>Box containing PPE supplies located in Ladies' Cloakroom. Hand sanitiser provided at all entrance doors, various points around hall and in both cloakrooms.</p>	

Risk Assessment review date: March 2024 (annually) or in the event of any significant change.