

Neville Hall Risk Assessment

Background

The management committee decided to do a risk assessment of the Neville Hall to control the risks to people who used the hall and were involved in its maintenance and upkeep.

The management committee did not have a legal requirement to record the findings of this risk assessment as less than five people work at the hall. Much of the repair and maintenance work at the hall was done by self-employed workers, who have responsibility for their own health and safety, as well as for other issues like the hours they work and their financial and tax arrangements.

However, the management committee decided that there were sound legal and business reasons to record the findings of the risk assessment and to take steps to make sure that they were brought to the attention of those working or holding an event in the hall.

How was the risk assessment done?

Two members of the hall's management committee completed the risk assessment, following the guidance in the HSE's How to Do a Risk Assessment <http://www.hse.gov.uk/simple-health-safety/risk/how-to-do-a-risk-assessment.htm>

To identify the hazards, they:

- looked at the pages on the HSE's website,
- walked around the hall, car park and other areas noting things that might pose a risk,
- spoke to regular users of the hall to gain their insight,
- reviewed the accident book regarding past incidents.

For each hazard, they wrote down who could be harmed and how, what controls were already in place and any recommendations for additional controls.

The risk assessment was then discussed at the hall's management meeting and for each additional control, it was agreed who was to do what by when. The risk assessment was then reviewed at each subsequent management meeting and the date recorded at which the actions were completed.

It was also decided that the risk assessment would be made available to all hirers of the hall.

A copy of the assessment was also placed in the kitchen.

The management committee decided to review the risk assessment on an annual basis or immediately if any changes occurred to the hall or how it was used.

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Date of Risk Assessment: May 2019

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
<p>Slips, trips & falls</p> <p>Eg uneven surface of car park, cleaning floors etc.</p>	<p>Users of the hall and car park may suffer injuries such as fractures or bruising if they slip, e.g. on spillages or trip over objects.</p>	<p>Car park surface maintained to be as even as possible.</p> <p>Good lighting in all rooms, corridors and stairs in hall.</p> <p>Mats at entrances to stop rain water being carried in.</p> <p>No storage in corridors.</p> <p>No trailing electrical leads/cables.</p>	<p>Car park surface to be inspected regularly and repaired as necessary.</p> <p>Update hiring Ts & Cs so it is clear that hall users should clear up spillages immediately and know where equipment for this is kept.</p> <p>Put sign on gate near hall entrance asking that it be kept clear for disabled access. (LT £10) – “disabled access, please do not park in front of these gates” x 2</p> <p>Two projectors currently stored on stairs to be stored securely on wall.</p> <p>Put ‘duck or grouse’ sign on both sides of the entrance to the drawfs’ room. Less than £10 each on ebay.</p>	<p>Rick to provide car park sign</p> <p>David to provide clips to secure screens to RH wall inside door to stairs.</p> <p>Rick duck or grouse sign</p>	<p>By Oct 2016 for all actions</p>	<p>Completed Dec 2016</p>

<p>Work at height</p> <p>e.g. changing light bulbs, cleaning windows, putting up decorations etc.</p>	<p>Anyone working at any height could suffer injuries, possibly very serious ones, should they fall.</p>	<p>Appropriate, commercial stepladder securely stored and available for use.</p>	<p>Print copies of HSE guidance on safe use of stepladders and make available to those who may use stepladder. See Dropbox</p> <p>Review condition of stepladder annually.</p>	<p>Rick</p>	<p>July 2016</p>	<p>Completed July 2016</p>
<p>Vehicle movement</p>	<p>Pedestrians could suffer serious injury if struck by cars entering/leaving car park or moving in it.</p>	<p>Entrance/exit to car park clearly marked.</p> <p>Bins moved to car park entrance so refuse lorries do not enter site and access from roadside.</p>	<p>No action.</p>	<p>NA</p>	<p>NA</p>	<p>NA</p>
<p>Hazardous substances</p> <p>e.g. cleaning products</p>	<p>The cleaner, and others cleaning, risk skin problems, e.g. dermatitis and eye damage, from direct contact with cleaning chemicals. Vapour may cause breathing problems.</p>	<p>Mops, brushes and strong rubber gloves are provided.</p> <p>The hall's kitchen only contains mild cleaners. Cleaning products used by the hall's self-employed cleaner are stored securely.</p>	<p>No action.</p>	<p>NA</p>	<p>NA</p>	<p>NA</p>
<p>Electricity</p>	<p>Users risk electric shocks or burns from faulty equipment or installation.</p>	<p>Fixed installation and portable appliances are inspected regularly by qualified electrician.</p> <p>All repairs are carried out by qualified electrician.</p> <p>Main fuse box is highly visible making it easy to turn off the electricity in an emergency.</p> <p>Hall users know they are responsible for any electrical equipment they bring on site. Ts & Cs</p>	<p>Update Ts & Cs to make sure hall users know where the fuse box is and how to switch supply off in an emergency. Also, that they are responsible for any electrical equipment they bring to the Hall.</p>	<p>Rick</p>	<p>Oct 2016</p>	<p>Completed August 2016</p>
<p>Stored equipment</p>	<p>Users could be injured by collapsing stacks particularly in room storing chairs and tables</p>		<p>Add sign to storage door so users know that they should stack tables and chairs carefully so that they do not collapse.</p>	<p>Rick to prepare sign</p>	<p>Oct 2016</p>	<p>Completed</p>

Manual handling	Users may suffer back pain if they try to lift objects (tables and chairs) that are too heavy or awkward.		No action			
Fire	If trapped, users could suffer fatal injuries from smoke inhalation/burns	Fire risk assessment done, see www.communities.gov.uk/fire and necessary action taken.	Ensure the actions identified as necessary by the fire risk assessment are done.	Serena to complete fire risk assessment	Oct 2016	Completed
Kitchen	Risk of burns and scalds from contact with hot surfaces, hot equipment, cooking appliances, utensils, steam or boiling water. Risk of cuts from poorly stored knives. Children are particularly at risk.	All kitchen equipment with the potential to get hot or produce hot things is labeled as hot. Knives are stored in a cutlery tray.	Children should not be allowed in the kitchen. Ts & Cs to be updated accordingly.	Rick to put up sign warning that children not to be allowed in the kitchen.	Oct 2016	Completed