

# Lycery North Village Hall - Risk assessment

Assessor(s): Ian Kidd

Date: 19 Jul 2018  
Review Date: 10 Dec 2019

Likelihood of Occurrence (L)		Risk Rating	
Hazard Severity (S)		Rating (R)	
1 - Not Likely	1 - Insignificant	1 - 5 Acceptable (Low)	1 - 5 Acceptable (Low) 6 - 11 Tolerable (Medium) 12 - 25 Unacceptable (High)
2 - Possible	2 - Slight	6 - 11 Tolerable (Medium)	
3 - Quite Possible	3 - Moderate	12 - 25 Unacceptable (High)	
4 - Likely	4 - High		
5 - Very Likely	5 - Very High		

HAZARD	THOSE AT RISK	IS THE RISK ADEQUATELY CONTROLLED?	Risk Rating L x S = R	Risk	WHAT FURTHER ACTION IS REQUIRED TO CONTROL RISK?
List hazards here.	List groups of people at risk from hazards identified.	List existing controls here or note where information can be found.	(if rating is 12 or more, additional controls to be implemented)	Low Medium High	List the risks which are not adequately controlled and the actions proposed where it is reasonably practicable to do more.
<b>Slips, trips and falls</b> 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.	Car Park surface tarmacked in 2014 and maintained to be as even as possible.  Parking spaces for visitors with disabilities available near to hall entrance.  Good lighting in car park and all rooms, movement operated in entrance lobby, toilets and corridors in hall.  Users know (through hire agreement) to clear up spillages immediately and know where equipment for this is kept.  Mats at entrances to stop rain water being carried in.  No trailing electrical leads / cables	2 3 6	Medium	

<p><b>Work at height</b> Eg 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>Commercial stepladder locked in VHMC storeroom and only available for public use on request.</p> <p>Hall committee members and users advised that they are responsible for using the stepladder safely if requested.</p>	<p>2</p>	<p>4</p>	<p>8</p>	<p>Medium</p>	<p>Print copies of HSE guidance on safe use of stepladders and make available to those who may use stepladder.</p> <p>Consider implications for work at height of any future alterations to the hall.</p>
<p><b>Vehicle movement</b></p>	<p>Pedestrians could suffer serious injury if struck by cars entering, leaving car park or moving in it.</p>	<p>Car park well lit.</p> <p>Pedestrians separated from vehicles where possible and dedicated path with hand rails up to hall and around hall with bollards to protect pedestrians.</p>	<p>2</p>	<p>4</p>	<p>8</p>	<p>Medium</p>	
<p><b>Hazardous substances</b> Eg cleaning products</p>	<p>The cleaner, and others cleaning, risk skin problems, eg dermatitis and eye damage, from direct contact with cleaning chemicals. Vapour may cause breathing problems.</p>	<p>Mops, brushes and strong rubber gloves provided.</p> <p>Cleaning products stored securely in cleaner's cupboard with no public access (all keys suited to restrict access). No cleaning products kept in public areas apart from eco-friendly washing up liquid. Cleaner supplies own cleaning products, apart from specialist cleaner for hall floor.</p>	<p>2</p>	<p>2</p>	<p>4</p>	<p>Low</p>	<p>Make sure Hall users know</p>

<p><b>Electricity</b></p>	<p>Users risk electric shocks or burns from faulty equipment or installation.</p>	<p>Fixed installation correctly installed by qualified electrician and inspected in accordance with recommendation.</p> <p>All repairs by qualified electrician.</p> <p>Portable equipment (PAT testing) inspected annually.</p> <p>Hall users advised that they are responsible for any electrical equipment used and must comply with regulations.</p> <p>Users know that they must stack tables and chairs carefully so that they do not collapse.</p> <p>In the chair storage cupboard chairs are to be stacked as per the instructions.</p>	<p>2</p>	<p>4</p>	<p>3</p>	<p>Medium</p>	<p>where the fuse box is and know how to switch off in an emergency.</p>
<p><b>Stored equipment</b></p>	<p>Users could be injured by collapsing stacks.</p>	<p>The chair stacker trolley is to be used when moving chairs stacked for storage.</p> <p>Awkward or items heavier than 25 kgs are to be a two man lift</p> <p>The chair stacker trolley is to be used when moving chairs to and from the storage area</p>	<p>2</p>	<p>4</p>	<p>8</p>	<p>Medium</p>	<p>No further action required.</p>
<p><b>Manual handling</b></p>	<p>Users may suffer back pain if they try to lift objects that are too heavy or awkward.</p>	<p>New building completed 2014.</p> <p>No asbestos containing materials in the building.</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>	<p>No further action required.</p>
<p><b>Asbestos</b></p>	<p>Asbestos only poses a risk if fibres are released into air and inhaled. Maintenance workers are most at risk.</p>	<p>See separate Fire risk assessment</p>	<p>2</p>	<p>4</p>	<p>8</p>	<p>Medium</p>	<p>No further action required.</p>
<p><b>Fire</b></p>	<p>If trapped, users could suffer fatal injuries from smoke inhalation or burns</p>						

Information & Training needs:

If a safer alternative can be used to a ladder, this must always be taken.

Obtain copies of HSE guidance on safe use of stepladders and make available to those who may use stepladder.

Comments:

I have read and understood the above risk assessment and agree to abide with the controls in place and to report any faults.

LNVH Committee Member	Signature and Date	LNVH Committee Member	Signature and Date
Keith Burton		Jackie Beaumont	
Veronica Collumb		Tim Weaver	
Derek Matthey		Marlon Brown	
Elizabeth Moran		Veronica Bushell	
Eileen Rossington		Jean Ferguson-Davie	