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| Longford Village Hall Risk Assessment | A close up of a logo  Description automatically generated |

Date of Assessment: 20 July 2020

| **Location** | **Hazard** | **Actions Taken to Reduce the Risk** | **Additional Actions Required** | **Responsibility** | **Required by** | **Completed** |
| --- | --- | --- | --- | --- | --- | --- |
| Car Park | Tripping & falling due to inadequate lighting. The outside lights are often switched off and the sensor lights are currently non-operational. | The last person to leave the Hall waits for the remainder to leave and reduces the risk to others. | Repair of the sensor activated lights. – This will be undertaken as part of the Hall renovations. | Committee | TBC |  |
| Lighting on the driveway leading to the Hall | PC | TBC |  |
| Tripping & falling due to poor maintenance of the surface. | Currently the car park is in a reasonable state of repair. | None | Committee | N/A |  |
| Exterior Footpaths | Tripping & falling due to inadequate lighting. The outside lights are often switched off and the sensor lights are currently non-operational.  There are few paths outside the Hall. However emergency exits do open onto grass and paths outside. | Nil | Repair of the sensor activated lights. – This will be undertaken as part of the Hall renovations. | Committee | TBC |  |
| Tripping & falling due to poor maintenance of the surface. | Currently the paths are in a reasonable state of repair. | None | Committee | N/A |  |
| The paths may be blocked by ladders when windows are being cleaned. | Windows cleaned in daylight and no climbing equipment used. | None | Committee | N/A | 9/7/20 |
| Entrance | Electric shock from switchgear | The switchgear is located in a cupboard in the main hallway | Fit locks to the cupboard to prevent casual access | Committee (Maintenance) | 1 Sep 20 |  |
| Slipping on wet floor | Door mats placed in the entrance to wipe feet on. | Nil | N/A | N/A | N/A |
| Tripping and falling loose mats | The mats are of sufficient weight and have a non-slip back. | Nil | N/A | N/A | N/A |
| Tripping and falling - pushchairs | There is very limited space to store pushchairs etc in the entrance. Users will take pushchairs into the main hall where there is sufficient space. | Nil | N/A | N/A | N/A |
| Cleaning materials | There are no cleaning materials stored in the entrance. | Nil | N/A | N/A | N/A |
| Main Hall | Incorrect moving of heavy items (e.g. chairs & tables) | Tables and chairs are to be moved singly and where the weight is deemed too much for a single person, 2 or more people to move the item. | Nil | N/A | N/A | N/A |
| Electrical shock from portable appliances | There are no portable electrical items provided by the Village Hall Committee in the Main Hall. Users who bring their own are responsible for ensuring they are safe e.g. Portable Appliance Testing. | Nil | N/A | N/A | N/A |
| Too many people | The published limits to the occupancy of the Hall are included on the web page and hiring terms and conditions.  Occasional checks are carried out by Committee members to assess occupancy numbers. | Nil | N/A | N/A | N/A |
| Electrical sockets – access by children | Parents/guardians/activity leaders are responsible for monitoring the activities of children when using the Hall. | Regular checks to ensure that the sockets are not damaged or have been used incorrectly. | Committee (maintenance) | Ongoing | N/A |
| Fire exits blocked – either inside or out | Items have been stored to ensure that the exits are not blocked.  Signage on exterior of the fire exit door that exits into car park.  Committee members asking for cars to be moved if they are seen blocking the fire exit. | Nil | N/A | N/A | N/A |
| Fire equipment not working | Annual checks of the fire appliances.  Regular condition checks of fire appliances. | Nil | N/A | N/A | N/A |
| Kitchen | Hot surfaces (esp. children) | Children are to be supervised at all times when in the kitchen.  Cookers and hobs to be switched off when not in use.  Cookers and hobs to be overseen by an adult if an event continues whilst the oven/hob is cooling down. | Nil | N/A | N/A | N/A |
| Sharp implements (esp. children) | Children are to be supervised at all times when in the kitchen.  The kitchen to be closed and monitored if not in use to prevent unsupervised children’s access. | Nil | N/A | N/A | N/A |
| Cleaning materials | Cleaning materials are stored in a locked cupboard.  Users are asked to bring their own cleaning materials and are responsible for them. | Nil | N/A | N/A | N/A |
| Unsecure hot water boilers (esp. children) | Children are to be supervised at all times when in the kitchen.  Hot water boiler has been replaced by a fixed hot water boiler. | Nil | N/A | N/A | N/A |
| Dangling leads | Children are to be supervised at all times when in the kitchen.  Leads to kept as short as practical by using the appliance cable management (where applicable) or coiling cable to the rear of worksurfaces to prevent dangling. | Nil | N/A | N/A | N/A |
| Toilets | Slipping on wet floor | The floors are non-slip material.  Notices to be used if the floor is being cleaned whilst an event is ongoing.  Cleaning the floors outside hire times. | Nil | N/A | N/A | N/A |
| Cleaning Materials | Cleaning materials are not kept in the toilets. | Nil | N/A | N/A | N/A |
| Cleaning equipment | The accessible toilet has cleaning equipment stored in it. It is placed as far as possible in a way not to interfere with the use of the facility. | Provide separate storage for cleaning equipment. | Committee | Part of refurb | ASAP |
| Maintenance | Falls from ladders | Ladders to be used in accordance with their instructions.  2 people to be present whenever ladders are in use | Nil | N/A | N/A | N/A |
| Working alone | Working alone to be avoided wherever possible.  Any lone working is to be on low risk activities at ground level. | Nil | N/A | N/A | N/A |
| Electrical shock from appliances | Appliances to be Portable Appliance Tested (PAT) in accordance with the regularity required by legislation.  Pre use inspections of electrical appliances to check cables, plugs etc for wear and damage. | Nil | N/A | N/A | N/A |
| Incorrect moving of heavy items | No heavy equipment to be moved alone. | Manual handling notices in storage areas. | Committee (Maintenance) | Nov 20 |  |
| Changing Rooms | Slipping on wet floor | Notices to be placed when cleaning | Floors to be replaced with non-slip flooring | Committee | Part of refurb | ASAP |
| Cleaning Materials | Cleaning materials are not be kept in the changing rooms | Nil | N/A | N/A | N/A |
| Sports equipment | Sports equipment to be kept in working order and regularly inspected for defects by the users. | Nil | N/A | N/A | N/A |
| Stage | Stage edge not clearly visible | Stage edge to be marked with hazard tape | Replace Hazard tape when worn or visibility of the colours is reduced. | Committee (Maintenance) | Ongoing |  |
| Stage steps loose | Warn users that the steps are loose | Investigate safe methods to fix the steps to the stage | Committee (Maintenance) | Nov 20 |  |

Assessed by: Phil Leach (Chair)

Approved by:

Date:

Date of next review: Nov 20