

HAUGHLEY VILLAGE HALL RISK ASSESSMENT

Topic	Identified Hazards	Uncontrolled Risk Rating Probability/ Impact	Who Could Be Affected?	Actions Taken to Minimise or Eliminate Hazard	Controlled Risk Rating Probability/ Impact	Residual Hazard or Risk	Further Action Required?	Further Action – How, When Whom?
Financial /Insurance								
Insurance	Insolvency in event of major damage or claim by third party	Medium/ High	Trustees	Ensure VHMC take out appropriate insurance covering all appropriate risks and liabilities. Valuation of buildings and contents should be current. Third party liability to be in line with current practice and advice.	Low/ High	Low risk	Review cover annually.	Review by VHMC prior to renewal date.
Accounting	Accounting errors	Medium/ High	Trustees	Monthly management accounts prepared by Booking Clerk and presented to VH committee monthly, either by email or at bi-monthly meeting. Accounts to be inspected annually by independent auditor..	Low/ High	Low risk.	Maintain current procedure.	Booking clerk on monthly basis.
Accounting	Stolen cash	Low/ High	Trustees	Cash should be handed to the Booking Clerk for banking at the earliest opportunity. All cash transactions should be recorded. No more than £100 cash should be held at any time by any member of the VH committee.	Low/ High	Low risk.	Review amount to be held at regular intervals	
Financial	Lack of funds	Medium/ High	Trustees	A minimum of 60% of annual general expenditure should be held as a buffer against unexpected expenditure. No major project (expenditure greater than £3000) should be started unless designated funds are held in a VH bank account or other liquid asset.	Low/ High	Low risk.	Review percentage and threshold sum annually.	
Private Hiring of VH	Unintentional or wilful damaged to premises or contents	Medium/ High	Trustees	Hirers will be required to take out additional insurance cover if not covered by the VH insurance. Deposit will be required at the discretion of the committee.	Low/High	Low risk		.

General Risks

Slips, trips and falls	Users of the hall and garden may suffer injuries such as fractures or bruising if they slip, eg on spillages or trip over objects.	Medium/ High	Users of the hall	Good lighting in garden and all rooms 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 storage in corridors. No trailing electrical leads/cables.	Low/ High	Low risk	Regular safety inspection to focus on surfaces, storage and use of appropriate cleaners.	Caretaker on a monthly basis.
Working at height	Anyone working at any height could suffer injuries, possibly very serious ones, should they fall.	Medium/ High	VH maintenance staff and volunteers	Appropriate, commercial stepladder securely stored and available for use. Hall users know (through hire agreement) that they are responsible for using the stepladder safely. Hall committee members and cleaner know how to use the stepladder safely	Low/ High	Low risk	Regular inspection of ladders. Training of new users.	
Vehicle movement	Narrow access road encourages on-pavement parking thereby restricting movement, especially for disabled people.	Medium/ Medium	Hall users and other pedestrians	Encourage hall users not to park in The Folly but use other parking facilities.	Low/ Medium	Low risk	Repeated reminders to users not to park on pavement.	Include in hire agreement
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.	Medium/ Medium	Cleaner and volunteers	Mops, brushes and strong rubber gloves provided. Cleaning products marked 'irritant' replaced with milder alternatives. Cleaner trained to use products safely, eg follow instructions on the label, dilute properly and never transfer to an unmarked container. Cleaning products stored securely. <i>Adhere to national COSHH regulations</i>	Low/ Low	Low risk	Cleaner reminded to check for dry, red or itchy skin on her hands and, if finding any, to go to doctors for advice and to tell the secretary to the management committee.	
Electricity	Users risk electric shocks or burns from faulty equipment or installation.	Medium/ High	Hall users and maintenance staff	Fixed installation correctly installed by qualified electrician, and inspected regularly. All repairs by qualified electrician. Safety plugs in sockets.	Low/ High	Low risk	Annual PAT testing. Full building testing every 10 years.	

				Portable equipment checked for visual signs of damage before use. Hall users know they are responsible for any equipment used on site.				
Stored equipment	Users could be injured by collapsing stacks.	Medium/Medium	Hall users	Users know that they must stack tables and chairs carefully so that they do not collapse. Equipment in Malting to be stored on designated racks.	Low/Medium	Low risk		Reminder in hire agreement.
Manual handling	Injury through untrained handling	Medium/Medium	Hall users and maintenance staff	Remind users and staff of the need to use correct lifting technique.	Low/medium	Low risk	Annual reminders to staff and users.	
Gas	Risk of fire or explosion	Medium/High	Hall users	Carry out correct annual maintenance of calorifier. No repairs or changes to be conducted other than by fully qualified staff.	Low/High	Low risk		
Fire	Fire alarm not working or escape route blocked.	Medium/High	All users	A contract for fire alarm maintenance is in place Check that all fire doors are unlocked at all times, when the venue is in use. Regular check to be carried out, by accredited agent and fire certificate to be issued. All access/egress routes to be kept clear. Emergency escape route signs to be maintained. Fire extinguishers to be checked and logged.	Low/High	Low risk	Procedure to be reviewed on annual basis or as required.	
Water systems	Legionella	Medium/High	All users	Regular checks for presence of legionella to be made throughout plumbing system. All taps to be run periodically to ensure dead-legs do not harbour disease. Calorifier to be operated at recommended temperatures.	Low/High	Low risk	Need to make sure checks are undertaken by qualified person	Contract in place with specialist company
Building and fittings	Asbestos	High/High	Users, cleaners and contractors	a. Find out if hall contains any asbestos (eg in ceiling tiles, wall panels). b. If so, and if asbestos is in good condition, record where it is and put up signs warning that it is asbestos and is not to be disturbed (and then make regular checks to ensure it remains undisturbed and the signs maintained). c. Damaged asbestos to be removed by specialist contractors. d. If hall is ever demolished/refurbished, asbestos should first be removed by specialist contractors.	Low/Low	Low risk	a. Complete asbestos survey. b. Draw up plan of affected areas. c. Create register for information of workers and contractors.	a. Regular inspections of affected areas looking for signs of damage. b. Removal if a problem detected.

The Main Hall								
Accident when exiting	Emergency exit issues straight onto street	Medium/ Medium	All users	Users to take care if using exit in emergency. Inform users to do so if evacuation necessary.	Low/ Medium	Risk remains and structurally not possible to remove.		
Erection of stage	Risk of injury when opening or closing the stage or transferring to or from store	Medium/ Medium	HATS and other stage users	Only trained personnel on the register may operate stage equipment. Annual training to be conducted for these staff.	Low/ Medium	Risk remains but substantially reduced.	Annual training	Review procedures as experience of equipment gained.
Tables and chair trolleys	Risk of accident when moving heavy equipment	Medium/ Medium	All users	Table and chair trolleys are heavy. Both pose a risk when over-loaded. Users to exercise care not to overload and when moving.	Low/ Medium	Low risk	Reminders on hire agreement.	
<i>Cleanliness</i>	<i>Health hazard to pre-school users</i>	<i>Low/Medium</i>	<i>Pre-school children</i>	<i>Many dust and dirt traps at floor level present a hazard to children playing on floor. Deep clean of skirting boards and radiators each school holiday.</i>	<i>Low</i>	<i>Low risk</i>		<i>Clean to action deep clean regularly.</i>
Green Room								
Electric radiators	Risk of fire through covering radiators	Medium/ High	Users	Ensure signs are placed reminding users not to cover heaters with clothing or other objects.	Low/ High	Low risk	Place appropriate signs	
Old Reading Room								
General	No additional hazards identified beyond those listed under general risks.		All users	Follow procedures under general risks.		Low risk.		
Lobby								
Accident when exiting	Exit issues straight onto street	Medium/ Medium	All users	Users to take care when using exit.	Low/ Medium	Risk remains and structurally not possible to remove.		
Trip hazard at night	Poor street lighting outside main lobby	Medium/ Medium	All users	Users to take care when using exit. Lobby illumination to be maintained in working state.	Low/ Medium	Risk remains until parish council improve lighting. Local lighting	.	

placed on building wall.

Kitchen

Cooker	Fire	Medium/High	All hall users	Cooker to be kept clear at all times. No hooks to be placed above cooker. Fire blanket to be stored adjacent to cooker.	Low/High	Medium risk		
Infestation of rats/mice.	Infection and damage to fixed equipment.	Medium/Medium	All hall users	Kitchen to be kept clean. Food should be kept in sealed mouse-proof jars. Regular checks for presence of rats or mice to be undertaken. If presence is identified action should be taken to eliminate as quickly as possible. If traps are required these should be positioned away from children.	Low/Medium	Low risk		
<i>Hot water urn</i>	<i>Heavy item which may be full of near boiling water.</i>	<i>Medium/high</i>	<i>Kitchen users</i>	<i>Urn only to be moved when completely empty. Allow to cool after use before moving.</i>	<i>Low</i>	<i>Low risk.</i>	<i>Reminder in hire agreement</i>	

Garden

Lone Working with machinery	Falling and other accidents	Medium/Medium	Staff	Volunteer to inform someone of their intention to work in garden. Carry mobile phone.	Low/Medium	Still potential for accident but consequences are minimised.		
<i>Risk of being isolated in garden</i>	<i>Door from Main Hall accidentally shutting with no other door open</i>	<i>Low</i>	<i>Users and staff</i>	<i>If no other door open and if no other persons inside the building, garden users must carry a mobile phone to summon help.</i>	<i>Low</i>	<i>Low risk</i>		
<i>Use of garden equipment</i>	<i>Injury when using strimmer or mower</i>	<i>Low/medium</i>	<i>Staff</i>	<i>Only use power tools if fully familiar with their operation. Wear suitable clothing, especially footwear</i>	<i>Low/medium</i>	<i>Low</i>	<i>When possible replace tools with battery power source.</i>	

Malting

Stored equipment	Collapse and toppling of equipment	Medium/Medium	Users and staff	Equipment to be carefully stored on racks provided. Standing equipment not to be stacked to un-safe heights.	Low/Medium	Still potential for accident unless out-of-use equipment is not removed from building.	<i>Pre-school to have annual review of equipment needed and reduce holdings if possible.</i>	
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Trip hazard	Uneven surface and marginal lighting	Medium/ Medium	Users and staff	Especial care to be taken by users. Access not permitted to general public.	Low/ Medium	Medium potential for accident remains.		Consider project to improve material state of the room.
Toilets								
Toilets	Hygiene	Medium/ Medium	All	Toilets and washing facilities to be cleaned regularly. Soap and hot water to be available to all. Observe general precautions against legionella.	Low/ Medium	Low residual risk.	Check that hot water is available at all times for use to all users of hall.	
Administration								
<i>Review of Risk Assessment</i>	<i>Maintenance of relevance</i>			<i>Review Risk Assessment annually</i>				<i>By VHMC</i>
<i>WiFi</i>	<i>Possibility of external agent hacking into router</i>	<i>Medium</i>	<i>Medium</i>	<i>Carry out good security practice, including regular change to passwords. Consider switching off router when hall not used.</i>	<i>Low</i>	<i>Low residual risk</i>	<i>Keep abreast of potential hacking methods and prepare to counter them.</i>	

Adopted HVMC *Sept 2022*