



Broadwas Village Hall

Broadwas Village Hall Annual General Risk Assessment – April 2023

The Management Committee decided to do a risk assessment of Broadwas Village Hall to control the risks to users of the Hall and also those who are involved in its maintenance and upkeep.

The Management Committee does not have a legal requirement to record the findings of this risk assessment as nobody is employed to work at the Hall.

Much of the repair and maintenance work at the Hall is done by self-employed contractors, 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 are sound legal and business reasons to record the findings of the risk assessment, and to take steps to make sure that they are brought to the attention of those working or holding an event in the Hall.

The Chairman of the Management Committee did the risk assessment.

How was the risk assessment performed?

The Chairman followed the guidance in Five Steps to risk assessment www.hse.gov.uk/pubns/indg163.pdf. The five steps are:

1. Identify the hazards
2. Decide who might be harmed and how
3. Evaluate the risks and decide on precautions
4. Record your findings and implement them
5. Review your assessment and update if necessary

The Chairman also utilised the following guidance:

- the HSE checklist <http://www.hse.gov.uk/voluntary/village-halls.htm>
- the HSE sample risk assessment for a village hall <http://www.hse.gov.uk/risk/casestudies/villagehall.htm>

To identify the hazards, the Chairman:

- looked at HSE's web pages for free health and safety advice and guidance for small businesses;
- walked around the Hall, car park and other areas with another member of the Management Committee noting things that might pose a risk; and
- spoke to other users of the Hall, and to people who had done jobs at the Hall, to learn from their experience and to get their views on health and safety.

The Chairman then wrote down who could be harmed by the hazards and how.



Broadwas Village Hall

She wrote down what controls were in place to manage these risks and then compared these to the guidance on HSE's website.

She put the findings of the risk assessment into practice, writing down who was responsible for doing what, and by when. It was decided to tick off each action when it was completed, and to record the date when it was done.

The Chairman discussed the findings with the Management Committee. The committee decided to put in place all the additional risk controls the secretary had suggested. They also decided that the risk assessment would be shown to all workers doing jobs at the Hall, incorporated into the Hirer's Handbook, and published on the web site to be available to all users of the Hall. Each Hirer is reminded to carry out risk assessments where needed. T

The Management Committee decided to review the risk assessment every year, to be signed off in the AGM, or immediately if any changes occurred to the Hall or how the Hall was used.

Policy Statement

The Management Committee will ensure that the hall is a safe environment so far as is reasonably practical.

Users and volunteers should take care and exercise common sense. Hirers are liable for any user within their hire period as per the terms and conditions. Where a Hirer is required to provide an additional risk assessment it is their responsibility to do so and warrant against any damages due to their negligence.

Version 1

Assessment completed April 2023

AGM Approval – June 2023

New Review Date – April 2024



Broadwas Village Hall

What are the Hazards?	Who might be harmed by the Hazards? How?	What are we doing already?	What further action is needed?	Action by whom?	Action by when?
Slips, trips and falls Caused by uneven surfaces or slippery floors.	Users of the Hall, contractors, agents. Hall users may be injured if they trip over objects or slip on wet floors spillages	Wooden Hall floor was recently repaired to fix damage. Users advised to clear up spillages immediately. Users advised to tidy up after and whilst in use to ensure a safe environment. Putting things back safely in the store room. Meeting room carpets now fitted. Cable covers for electrical leads. Good lighting in car park and all rooms and corridors in hall.	Regular checks of the Hall to ensure a safe environment. Check the Hall is polished effective so not to create a slip hazard.	Caretaker	Weekly
	Users of the car park and external areas. People may trip over the edging to the grass area or on the grass or on the patio	Car park gravel to be maintained at an adequate level. Parking space for users with disabilities closest to Hall.	None		



Broadwas Village Hall

	area or plant pots. People may slip on the stone gravel or wet grass.	External areas maintained to an adequate level. Frost and Snow. Salt is available to prevent and remove slip hazard			
	People may trip on the fire exit ramp	Checking to make sure it is not obstructed	Regular checks of the Hall to ensure a safe environment.	Caretaker	Weekly
Fall on stage steps or off stage Caused by steps not being secured correctly to the stage.	Users of the Hall injured if the steps are not secure and fall off the front of the stage.	Steps weighted so they are not slippery or easily moveable on the floor once stood on. Users are warned of the risk	Ongoing inspection to mitigate risk further.	The Management Committee	Ongoing
Working at height Changing light bulbs. Cleaning Windows. Putting-up decorations	Contractors, volunteers, users of the Hall installing decorations, drama groups rigging scenery and lighting. Falling off ladders and other means of access.	Contractors instructed to follow safe working practices and provide Risk Assessments when requested. This also applies to major groups using the Hall. Advice given in our H&S policy document and terms and conditions. Suitable ladders available. Always two volunteers to work together. Volunteers know they are responsible for ladder safety.	Ladder checked regularly	Caretaker	Weekly



Broadwas Village Hall

Poor storage of tables and chairs	Users of Hall who are setting up or dismantling an event might suffer strains and crush injuries. All users if the storage room is ineffectively arranged so the fire exit is blocked.	Specially designed trolleys in the store room to store tables and chairs on. Tape on the floor has been installed to show the pathway to the fire exit to ensure it is kept clear. Table Tennis Tables have trolleys.	Regular checks of the Hall to ensure a safe environment.	Caretaker	Weekly
Hazardous substances e.g., cleaning products and paint	Hall users, may suffer skin irritation or poisoning. 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.	Cleaning products stored in dedicated locked cupboard. Paints (for decorating Hall and theatrical set construction) stored in maintenance hatch under the stage or off-site. Hirers have access to non-bleach containing cleaning products. Cleaning product use is regulated by the CASHH Policy in the Hirer's Handbook. Hirers are told they must not use cleaning chemicals other than supplied by the Hall's cleaners.	Regular checks of the Hall to ensure a safe environment.	Caretaker	Weekly



Broadwas Village Hall

		All cleaning other than vacuum, brushing and wiping down shall be undertaken by professional cleaners.			
Manual handling	Users may suffer back injury when moving heavy items, e.g. tables and chairs	Trolleys made available to move heavy items.	None		
Electricity	All users of the Hall risk shocks and burns if equipment or installation were faulty. Electrical faults could lead to fires.	Fixed wiring and consumer unit periodically inspected, tested and certificated. All repairs by qualified electrician. Portable equipment tested in line with latest Regs. Users made aware they are responsible for their equipment on site and advised of need to check it, particularly applies to business users. Users advised where main distribution board and switches are.	Repeat electrical testing when due. Circuits re-tested when modifications made. **Safety plugs in sockets are NOT required (latest IET recommendations)	The Management Committee	In line with Regs, PAT Testing every 6 months for Class 1 and 12 months for Class 2. Consumer Unit due in 2025. **April 2023
Fire	All users of the Hall who might be trapped and suffer burns and smoke inhalation	See separate fire risk assessment Fire alarm fitted.	Fire alarm system to be serviced in line with government standards.	The Management Committee	ongoing



Broadwas Village Hall

Heaters / Heat	All users might be burnt or scalded in servery or by heaters.	Users make sensible use of oven, hot cupboard, water boiler, kettles. All children are to be supervised whilst on the premises.	None		
Vehicle Movement	Pedestrians could suffer serious injury if struck by cars entering/leaving car park or moving in it.	Entrance/exit to car park clearly evident. Not a large car-park and hence we do not consider necessary to have car controlling mechanisms. Light for when users are leaving and it is dark.	None		
Noise	Users of the Hall when over-loud music is played.	Extensive provisions have been considered and users are warned in the terms and conditions of their obligations	None		
Protection of children from Kitchen and Storage Rooms	Any unaccompanied children.	Prohibit unaccompanied children from entering the Kitchen and, Storage Room. Plastic cups are provided for use by children to avoid the risk of using glass.	None		
General Minor Accident	All who use hall.	First aid kit supplied in Kitchen.	Regular checks of the Hall to ensure a safe environment.	Caretaker	Weekly
Risk of infectious disease spread	All who use hall.	Adhere to published government guidance – which is required by our Terms and Conditions	None		
Table Tennis, community	Hirer and attendee through misuse and	We have provided robust dismountable tables for use inside the hall. We have also	None		



Broadwas Village Hall

groups, Sowing Group	accidental slippage particularly of the elderly and/or disabled.	provided a first aid kit. The activity should be supervised by a responsible adult.			
Heart attack	All who use hall.	Fit a defibrillator location and instructions are provided on the notice board.	None		