

Risk Assessment

Great Bridgeford Village Hall

Version 1 – 16th October 2024

Risk Rating Guide

Severity of injury (or level of property damage)	Description	Risk level
Negligible	injuries include bumps, small cuts, abrasions etc. (property damage but little or no impact on productivity or expense)	1
First aid injury	injuries that are minor in nature but result in some lost time due to treatment needed. No time off work results	2
Minor injury	include those injuries that could result in time off work etc. (some loss of use of property with expense involved)	3
Major injuries	includes broken limbs, eye injuries, asphyxiation etc. (extensive property damage, high loss of productivity and large expense incurred)	4
Fatal injury	equates to a work operation ceasing due to the extent of property damage	5

Likelihood of occurrence	Description	Risk level
Improbable	probability close to zero	1
Remote	Unlikely	2
Possible	Could occur sometime	3
Likely	Not surprised that it will happen	4
Certain	Most likely to happen – not if but when	5

Risk Rating	Action to be taken		Note: * Residual risk is the level of risk that remains after suitable and sufficient control measures are introduced. CONTROL MEASURES STIPULATED, AND AGREED MUST ALSO BE MAINTAINED!
Less than 9	Risk is low. Action is required to reduce the risk, although low priority		
10 - 16	Risk is medium. Action required soon to control, and interim measures may be necessary in the short term		
17 - 25	Risk is high. Action required urgently to control, and interim measures may be required in the short term. Significant effort, time etc. may have to be used to control the risk		

Signature sheet	Originator of risk assessment	Checked and Authorised – Trustees
Name:	J. Johnson	
Signature:		
Position:	H&S Consultant	
Date completed:	16 th October 2024	
Last review:	N/A	
Next review due:	October 2026, unless a review is required before this date	

Guidance notes

1. Risk assessments must be communicated to stakeholders (i.e. volunteers and users of the building) so that they are aware of the hazards they face whilst there. The centre will, from time to time, be classed as a workplace, if workers are there, for example, carrying out work on the building. In most cases, work-based hazards are obvious, but by carrying out a risk assessment, the centre fulfils the legal requirement to do so, but more importantly, highlights the hazards to everyone, to reduce the risk of harm.
2. Levels of risk are ever changing therefore the 'risk rating' numbers in the assessments can only ever be an estimation of the level of risk. It is important to recognise that in most cases, it is possible to lower the levels of risk if the controls recommended are adopted and are maintained.
3. There will always be levels of residual risk left that we must work with. A risk assessment is only effective if everyone acts upon the information provided. You must follow through with any actions required.
4. The assessments will be reviewed periodically, based upon incident data and other information obtained. They will be reviewed every two years as a minimum.

Risk Assessment

ACTIVITY	PERSON AT RISK	SIGNIFICANT HAZARDS	RISK			RISK CONTROL MEASURES (in place, or required)	RESIDUAL RISK		
			L	S	RR		L	S	RR
Movement in and around the building	Volunteers, visitors, trades persons, delivery personnel and others	Slips trips and falls	4	3	12	- Car park and external areas are in good condition and are regularly checked - Good housekeeping standards are maintained, including cleaning up spillages. - Trailing cables to be managed, when events are taking place - Floors and walkways are checked and maintained to a satisfactory standard. - Warning cones or boards to be placed in areas where floor cleaning is in progress. - Regular checks of all rooms, corridors and outside areas to ensure standards are maintained. - Walkways and stairs to be kept free from all obstructions. - All areas to be well lit, including stairs, inside and out. - Event organisers to ensure all spillages are cleaned up as they occur. - Stairways, including to the stage, have handrails	2	3	6
Movement in and around the building	Volunteers, visitors, trades persons, delivery personnel and others	Use of external access doors may cause wet floors in bad weather leading to slips and falls resulting in physical injuries	3	3	9	- Doormats to be provided at entrance doors to allow people to dry their footwear. - Regularly clean up any excess water etc. from entrance areas during bad weather.	1	3	3

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			L	S	RR		L	S	RR
Manual handling	Volunteers, hall users	Back pain and other physical injuries caused by overstretching or trying to lift too much	3	3	9	- Mechanical aids to be used where possible, e.g. trolleys. - Care to be taken when moving tables, chairs for setting up of functions.	2	3	6
Use of kitchen equipment	Kitchen staff	Electrical shocks, burns, injury from moving parts	3	5	15	- Staff to spot and report any defective plugs, discoloured sockets or damaged cables/equipment. - All equipment to be subject to regular electrical safety checks. These will include portable appliance tests (PAT) and visual inspections. Test frequency to reflect current HSE guidance. - Care to be taken when handling hot food and drink.	1	5	5
Use of electrical equipment	Volunteers, hall users	Electrical shock	2	5	10	- Electrical safety testing carried out on all portable equipment. - Ensure all electrical equipment is checked before each use (a quick visual check).	1	5	5
Working on the building fabric	Contractors	Exposure to asbestos containing materials	2	4	8	Ensure an asbestos survey of the hall has been carried out and a management plan is in place where required.	1	4	4
Using the stage	Volunteers, hall users	Fall from the stage edge	2	4	8	- Stage to be accessed via the stairs, which have a handrail. - No one is permitted to jump off the stage, or climb onto the stage	1	4	4

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			L	S	RR		L	S	RR
Use of cleaning chemicals	Persons using cleaning equipment	Skin irritation or eye injury from bleach or acid-based product	3	3	9	- Potentially hazardous cleaning products to be substituted for lower-risk alternatives whenever possible. - All cleaning products to be used in accordance with manufacturers' instructions. - If necessary, appropriate personal protective equipment (PPE) to be used. Details of appropriate PPE will be identified on product safety warning label. - Chemical products not to be decanted into alternative containers. - Cleaning chemicals to be stored in a locked area - All persons carrying out cleaning are to be aware of the risks, use and storage of cleaning chemicals.	1	2	2
Lifting heavy objects such as rubbish bags, cleaning machines etc.	Cleaners, volunteers, hall users	Cleaners may suffer a back injury when lifting heavy objects incorrectly or awkwardly	4	3	12	- Cleaners to be instructed not to lift heavy rubbish bags and to break the loads down to lessen the weight. - Cleaning machines will be of a wheeled type only to allow ease of movement. For multi-storey buildings, machines to be provided on each floor. - Cleaners to be instructed to ask for assistance when moving heavy boxes etc.	2	3	6
Storage of tables and chairs	Users of equipment	Stacked items may fall and injure someone	3	3	9	- Tables secured in carrying cradles, chairs stacked as per signage. - Wheeled trolleys are provided in order to move tables across the hall.	2	3	6

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			L	S	RR		L	S	RR
Action in the event of fire	Anyone in the building	Persons may suffer from smoke inhalation and burns	2	5	10	- Action in the event of fire to be communicated to all persons using the building - Evacuation procedures to be placed on display - Regular fire alarm checks to be carried out. - Fire drill to be periodically carried out. - Fire extinguishers to be provided and maintained on a contract. - Fire exits to be kept clear of obstructions. - Trustees to walk the building on a regular basis to check that fire instructions are being complied with. - Carry out remedial actions as per fire risk assessment document. - Hirers of facilities must ensure they know what to do in the event of any emergency whilst the hall is on hire - Refer to the hall fire risk assessment for further details	1	5	5
Using the building	Anyone in the building	Security issues, verbal or physical threats/abuse	2	2	4	Avoid being in the building alone outside daytime hours (0900-1700)	2	2	4
Dealing with unwelcome visitors/ trespassers	Anyone in the building	Threats and violence when questioning their presence on the premises	3	4	12	- Neighbours keep an eye on the building. - Do not approach potential intruders, call the Police	2	2	4

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Contractors on site	Contractors	Fall from height, injured by equipment	2	5	10	- All contractors should have adequate insurance and be able to provide reasonable proof that they are competent to carry out the work. - Work at height to be carefully controlled. - Hot work (i.e. pipe repairs) to be carefully controlled. - All work by a third party to be properly planned - Policy available to give clear guidance as to expectations whilst on site.	1	5	5
Using gas appliances	Volunteers, hall users	Overcome by fumes (CO) from faulty gas appliances	2	5	10	Gas appliances checked periodically and certified safe	1	5	5
Non-routine activities, or one off tasks	Volunteers, hall users	Injured due to carrying out an unfamiliar task	2	4	8	Ensure that one off tasks, or unfamiliar tasks are risk assessed, and a safe method of work devised before carrying it out.	1	4	4
Using water systems	Volunteers, hall users	Ill-health due Legionella exposure	2	4	8	- Ensure all water outlets are cleaned and run off regularly. - Check water temperatures periodically. - Ensure a risk assessment of the water system is carried out, in accordance with Legionella L8 ACoP	1	4	4

Users of the Village Hall: I confirm that I have seen and understand the content of the above risk assessment:

Name	Signature	Name	Signature