



# Longparish Village Hall

Registered charity No 301877

**Precious Village Asset  
Since 1910**

## Risk Assessment

The Village Hall, dating from 1910, was completely refurbished in 2012. It was a huge effort supported by parishioners and village businesses and clubs. The hall is light and airy, warm and welcoming. The hall has a stage, a modern audio visual system and a well equipped servery. There is also a separate meeting room. There is parking behind and opposite. The hall has an access ramp and a well equipped disabled toilet.

The Village Hall is run as a community facility enabling local groups, of a diverse nature, to hire local facilities for their activities at reasonable rates. It is run as a non-profit making charity. The management committee are volunteers. The cleaner is the only person who works there regularly but trustees and volunteers do maintenance. It is part of the ethos of the village hall that users look after the facilities and clear up after themselves. They are also expected to respect our neighbours and other users and generally behave in a responsible manner. All occasional users are required to sign a booking form in which they acknowledge their acceptance of their responsibilities. All regular groups using the hall are invited and encouraged to send a representative to be part of the management committee so that they are aware of their responsibilities.

This Risk Assessment was prepared by John Scott (Chairman) and Jeremy Barber (Trustee) in October 2013, updated at our committee meeting in September 2016 and reviewed in June 2017.

It will be reviewed as necessary and in any case annually at the committee meeting after our AGM. In preparing it we have been guided by

- the HSE Five Step Guide <http://www.hse.gov.uk/pubns/indg163.pdf> The five steps are
  - Step 1 Identify the hazards
  - Step 2 Decide who might be harmed and how
  - Step 3 Evaluate the risks and decide on precautions
  - Step 4 Record your findings and implement them
  - Step 5 Review your assessment and update if necessary
- the HSE checklist <http://www.hse.gov.uk/voluntary/village-halls.htm>
- the HSE sample risk assessment for a village hall which you can see here <http://www.hse.gov.uk/risk/casestudies/villagehall.htm>

## Policy statement

The Village Hall Committee will ensure that the hall is a safe environment so far as is reasonably practicable.

Users and volunteers should take care and exercise common sense.



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Hazard	Possible harm	What we do already	Further action
Generally	Hall is a low risk venue	<ul style="list-style-type: none"> <li>• Users exercise common sense and are encouraged to report problems</li> </ul>	Continue to exercise common sense
Slips, spills, trips and falls	Users might be hurt	<ul style="list-style-type: none"> <li>• Hall is well lit. Lighting in corridors, stores and toilets is automatic</li> <li>• Main hall floor is regularly washed with special fluid to make it less slippery</li> <li>• Exterior lights operate automatically.</li> <li>• Pedestrian entrance to car park opposite (provided by the parish council) is lit with push button and PIR.</li> <li>• Car park opposite is not well lit. Users are recommended to bring a torch.</li> <li>• Frost and snow. Salt is available in bunker at school car park if frost and snow cause a slip hazard</li> <li>• Only trailing flexes are from AV kit. Risk Low</li> <li>• Stairs to stage from main hall and meeting room do not have handrail but risk acceptable.</li> <li>• Users know to clear up spills. Mop provided plus large kitchen paper type roll.</li> <li>• First aid kit provided (in servery)</li> </ul>	Make sure cleaner is aware of product and how to use it and when

Working at height	Falls when <ul style="list-style-type: none"> <li>• Cleaning windows</li> <li>• Using steps</li> <li>• Using ladders</li> </ul>	<ul style="list-style-type: none"> <li>• Windows are professionally cleaned</li> <li>• Step ladder is of good quality. It is used sensibly by trustees and users. But it is not securely stored.</li> <li>• Ladders brought on site by trustees to access flat roof, loft and gutters are used sensibly.</li> </ul>	Consider locking step ladder and keeping key in key safe to reduce risk of unauthorised use.
Vehicle movements	Pedestrians may be damaged by vehicles. Users may be disturbed by school parents parking.	<ul style="list-style-type: none"> <li>• Separate pedestrian entrance to main car park on opposite side of road.</li> <li>• Access to hall car park is single track and wide enough to accommodate vehicles and pedestrians.</li> </ul>	Install gate to enable car park behind hall to be closed when necessary to allow toddlers to play and prevent access when quiet is needed.
Asbestos, gas and LPG	None	<ul style="list-style-type: none"> <li>• All asbestos cleared during refurbishment. No gas or LPG on site</li> </ul>	
Hazardous substances	Cleaner and users may be damaged by cleaning chemicals	<ul style="list-style-type: none"> <li>• Chemicals kept in locked cabinet in cleaner's store to reduce risk to users</li> <li>• Cleaner is provided with mops and suitable tools</li> <li>• Chemicals are relatively mild</li> <li>• Dishwasher chemicals stored under sink in servery</li> </ul>	<p>Ensure cleaner is aware of hazards and trained to use chemicals.</p> <p>Install childproof locks on cupboard doors under sink</p>
Electricity	Shocks	<ul style="list-style-type: none"> <li>• Users not allowed to bring electrical kit on site without permission</li> <li>• All kit is modern</li> </ul>	Consider whether to have regular testing
Stored equipment	Possible injury though moving kit	<ul style="list-style-type: none"> <li>• Chairs have trolleys</li> <li>• Pool table has a trolley</li> <li>• Shelves in store rooms reduce risk of kit being dropped or falling over</li> </ul>	
Heat	Users may be burned or scalded in servery or by heaters	<ul style="list-style-type: none"> <li>• Users make sensible use of ovens, dishwasher, hot cupboard, zip boiler and radiators</li> <li>• Instructions are provided</li> <li>• Hot water in sinks is regulated to safe temperature.</li> </ul>	
Fire	See separate risk assessment		