

Risk Assessment

Melmerby Village Hall

Date of risk assessment: January 2022

What are the hazards?	Who might be harmed and how?	What we are already doing	What further action might be necessary	Action by who?	Action by when?	Done
Slips, trips and falls Eg uneven surface of car park, cleaning floors etc	Users of the hall and car park may suffer injuries such as fractures or bruising if they slip, eg on spillages or trip over objects.	<ul style="list-style-type: none"> • Car park surface maintained to be as even as possible. • Parking spaces for visitors with disabilities available next to hall entrance. • Good lighting in car park 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. 	<ul style="list-style-type: none"> • Surface to be inspected regularly and repaired as necessary. 	Chairperson/ Treasurer	Inspect three monthly	January & every three months
			<ul style="list-style-type: none"> • Check that hall cleaner knows which products to use on which type of floor. 			
Work at height Eg changing light bulbs, cleaning windows, putting up decorations etc.	Anyone working at any height could suffer injuries, possibly very serious ones, should they fall.	<ul style="list-style-type: none"> • 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. • Copies of HSE guidance on safe use of stepladders and make available to those who may use stepladder. 	Put in place system for checking condition of stepladder.	Treasurer		
			Consider implications for work at height of any future alterations to the hall.	Treasurer	As needed	

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Vehicle movement	Pedestrians could be injured by cars entering/leaving the car park	<ul style="list-style-type: none"> • Car park well lit • Good all round visibility 	<ul style="list-style-type: none"> • Entrance/exit marked • Apply speed limit • Warnings in hire agreement 	Committee	As needed	
Hazardous substances eg cleaning chemicals	Skin problems. Eye problems Breathing problems	<ul style="list-style-type: none"> • Cleaner uses products correctly • Cleaner uses protective equipment • Products in locked store room 	<ul style="list-style-type: none"> • Target less irritant cleaning chemicals 	Vice-Chair	As needed	
Electricity	Risk of shock or burns from faulty equipment	Fixed installation correctly installed by qualified electrician, and inspected regularly. All repairs by qualified electrician. Portable equipment checked for visual signs of damage before use. Hall users know they are responsible for any equipment used on site.	<ul style="list-style-type: none"> • Make sure hall users know where the fuse box is and how to switch supply off in an emergency. 	Treasurer	As needed	
Stored equipment	Users could be injured by collapsing stacks	Users know that they must stack tables and chairs carefully so that they do not collapse	<ul style="list-style-type: none"> • No further action needed 			
Manual handling	Back pain from lifting heavy objects	Trolleys available to move heavy equipment and users know where they are kept.	<ul style="list-style-type: none"> • No further action needed 			
Fire	Fatal injury from smoke inhalation/burns	Fire risk assessment done	Ensure actions identified by the risk assessment are carried out	Chair	As needed	