

Church Aston & Chetwynd Aston Village Hall Risk Assessment.

The Management Committee decided to do a risk assessment of Church Aston and Chetwynd Aston Village Hall to control the risks to people who use the Hall and 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 fewer than five people 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 used the method below to carry out the risk assessment to identify possible hazards

1. Looked at HSE's web pages for free health and safety advice and guidance for small businesses.
2. Walked around the Hall, car park and other areas with another member of the Management Committee noting things that might pose a risk.
3. 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.
4. The Chairman then wrote down who could be harmed by the hazards and how.
5. He wrote down what controls were in place to manage these risks and then compared these to the guidance on HSE's website.
6. He 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.
7. 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, and published on the web site <https://www.ccastonvillagehall.co.uk/> to be available to all users of the Hall, and that it would be discussed with the representatives of all groups using the Hall for the first time. The Management Committee decided to review the risk assessment every year, or immediately if any changes occurred to the Hall or how the Hall was used.

Risk Assessment - completed 06/10/2022

Review Date - 06/10/2023

Chairman Signature



| Recognised Hazards? | Who might be harmed and how? | What are we already doing? | What further action is necessary? | Action by who? | when? | X = done |
|---|--|--|---|---|--|----------|
| Slips, trips and falls. 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, e.g. on spillages or trip over objects. | We have resurfaced the car park which has eliminated trips and slip hazards. Disabled access. Users know (through hire agreement) to clear up spillages immediately and know where equipment for this is kept. Users know (through hire agreement) no storage in corridors. | <ul style="list-style-type: none"> Monitored daily by Caretaker. Users know to inform either the Booking Secretary, Caretaker or Chairman with any issues or possible hazards. | N/A | N/A | |
| Working at height. e.g. Changing light bulbs, cleaning windows, putting up decorations etc. | Anyone working at any height could suffer injuries, possibly very serious ones, should they fall. | Hall users know (through hire agreement) that they are responsible for their health and safety in their decisions when using the hall. Hall committee members know how to use the stepladder safely including no solo working. HSE guidance; how to use step ladders safely must be read and signed by any volunteers using the halls step ladders. | <ul style="list-style-type: none"> Print 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. Consider implications for work at height of any future alterations to the hall. | Chair. Caretaker Committee. | 02/22 Every Month New Height Work. | X |
| Stored Equipment. | Users could be injured by collapsing stacks. | Users Know that they must stack tables, chairs and equipment so that they do not collapse. | Storage to be monitored. | Caretaker | As often as able. | |
| Manual Handling. | Users may suffer back injury lifting heavy or awkward objects. | Trolleys are available. It is expected that users and group leaders take care of themselves and their groups. | No further action. | | | |
| Vehicle movement. | Pedestrians could be hit by vehicles. | Access and egress to car park is clear. Car park has good all round visibility. Marshals in place for large events. | <ul style="list-style-type: none"> Apply 5 mph speed limit. Assess if marshalling is required. | Chairman | In Process. On going | |
| Asbestos | After an extensive search no asbestos has been found on the premises or outbuildings | | | | | X |

| Recognised Hazards? | Who might be harmed and how? | What are we already doing? | What further action is necessary? | Action by who? | when? | X = done |
|-------------------------------|---|---|--|----------------|----------|----------|
| Fire. | If trapped, staff could suffer fatal injuries from smoke inhalation/burns | Fire risk assessment done using Gov 5-Step guide. Alarms fitted. Fire Extinguishers in place. | Ensure the actions identified as necessary by the fire risk assessment are done. | Chairman | On going | |
| Electrical equipment | Users could suffer electric shock or a fire may start | All portable appliances have been tested (PAT tested). Users have been informed that all appliances used on premises must be PAT tested | Periodic checks of equipment and PAT testing of new equipment. | Chairman | On going | X |
| Volunteer Work parties | Anyone involved in the work party. Hall users. People in and around the hall. | Any volunteer work will be carried out where possible when the hall is not in use. All volunteers must read risk assessment and fire risk assessment. | Carry out risk assessments on volunteer projects. To be carried out by work-party. | Chairman | on going | |