

Worsall Village Hall Risk Assessment - Sept 2021

Hazard	Risk Level	Control Measures	Risk Level
Slips, Trips and Falls	Medium	<ul style="list-style-type: none"> • Ensure all excess wires are taped to the floor using hazard warning tape. • Safety signs easily accessible • Car Park/pathing to be cleared of snow or salted to reduce slip hazard. • Users advised to clear up spillages immediately 	Low
Electrical equipment causing electrocution	High	<ul style="list-style-type: none"> • Every piece of electrical equipment is regularly PAT tested by competent personnel. • Users made aware they are responsible for their equipment on site and advised of need to check it (particularly applies to stage lighting and equipment). • All electrical sockets automatically cut out if fire alarm activated • Any issues during hire to contact the booking secretary or Trustee 	Low
Accidents	Medium	<ul style="list-style-type: none"> • First aid box located at the bar. • Inform Booking Secretary or Trustees of any accidents as soon as possible. • Document any health and safety incidences in accident book located in the bar. • Defibrillator located outside hall entrance door 	Medium
Stored Equipment e.g. chairs and tables	Medium	<ul style="list-style-type: none"> • Tables are stacked on designed racking with safety strap in place. • Hire agreement requires Hirers to ensure that partially stacked table trolley is secure 	Low

		and that chairs must not be stored more than 7 high.	
Access for emergency services	Medium	<ul style="list-style-type: none"> • Church Lane kept clear from cars by placing NO Parking cones out around the entrance of the Village Hall car park. • Designated car park for village hall users only. • Contact Booking Secretary or Trustees of any incidents. 	Low
Evacuation	Medium	<ul style="list-style-type: none"> • Fire evacuation meeting point located to the west of the car park, • Alarm system contacts Booking Secretary and Trustees directly. • Fire exits clearly signed. • Fire exits kept clear at all times. 	Low
Fire	Medium	<ul style="list-style-type: none"> • Fire evacuation meeting point located in the car park. • Fire blanket located in the kitchen. • Fire equipment such as fire extinguishers available. • No naked flames or gas heaters permitted in hall 	Low
Vehicle movement	High	<ul style="list-style-type: none"> • Restrict the number of cars allowed in the car park. • Contractors arrive before the event. • Young children supervised by parents/ guardians at all time. 	Medium
Waste Management	Medium	<ul style="list-style-type: none"> • Hirers of the Village Hall asked to remove their own rubbish. • All glass & other recycling to be removed by the Hirer 	Low
Cleaning chemicals resulting in burns	Medium	<ul style="list-style-type: none"> • Use only suitable chemicals which are supplied by a competent company. • Provide personal protective equipment for cleaners. • Cleaning products stored in dedicated locked cupboard. 	Low

Noise	Medium	<ul style="list-style-type: none"> • Inform local residents about upcoming events, if expected to be noisy • Follow Premises Licence stating music stops at 11.30pm • Shut doors/ windows at 11pm to minimise noise disturbance when music is playing. • Events to close at midnight. 	Low
Smoking	Medium	<ul style="list-style-type: none"> • Designated smoking area outside – both patio areas • Ash trays provided outside. 	Low
Manual Handling	High	<ul style="list-style-type: none"> • Large or heavy items will be moved using appropriate equipment such as trollies. • When manual handling is undertaken a safe and suitable number of people will be used. 	Medium
Working at Height	High	<ul style="list-style-type: none"> • Ensure 2 people are working together at a height. • Ensure ladder is placed on even ground. • Contractors instructed to follow safe working practices and provide Risk Assessments and Method Statements. 	Medium
Bunting/Lights	Medium	<ul style="list-style-type: none"> • Ensure the overhanging objects are secured to the wall/ ground using cable ties. • Overhanging objects kept above head height to ensure that people don't catch themselves on it. 	Low
East Side Patio Area	Medium	<ul style="list-style-type: none"> • Discourage glass items being used on patio -risk of breakage. • Children not to climb wall. • Not to fix items to wall/fence such as Bouncy Castle ropes. 	Medium
Disable and special needs visitor arrangements	Low	<ul style="list-style-type: none"> • Worsall Village Hall has disabled access and has appropriate facilities such as disabled toilets. 	Low

Safeguarding Children & vulnerable adults	Medium	<ul style="list-style-type: none"> • Always ensure adult supervision of children • Follow the halls Safeguarding policy • Zero tolerance to abusive, racist or discriminative behaviour • Report all Safeguarding issues to the halls appointed Safeguarding officer • Organisations to produce own Safeguarding policy. 	Medium
Consumption of alcohol	Medium	<ul style="list-style-type: none"> • Worsall Village Hall has a Premises license to sell alcohol. • All events managed by Trustee or representative. • All events approved by Booking secretary • Consumption & sale of alcohol restricted to village hall & car park only. 	Medium
Covid 19 Risk Assessment			
Covid 19 Safety for all.	Medium	<ul style="list-style-type: none"> • No one to enter the hall if they are showing symptoms of Covid-19. • Hand sanitisers are always made available. • Housekeeping to ensure sanitisers refilled. • Follow 'Catch it, Bin it, Kill it' principles. • Encourage mask wearing if person not fully vaccinated. • Maintain good ventilation 	Low
Limit spread of the virus	Medium	<ul style="list-style-type: none"> • Display signage, encouraging visitors to voluntarily practise social distancing & wearing face mask, especially if not fully vaccinated. • Hand sanitiser to be provided at entrance, fire exits, activity room and Kitchen. • Sanitising cleaning products are provided, but hirer can bring their own. 	Low

		<ul style="list-style-type: none"> • Space chairs & tables. If possible, set chairs to face one direction or wide 'horseshoe' layout. • Keep 'Bubble' groups together. 	
Too many people attending an event	medium	<ul style="list-style-type: none"> • Hirer to establish a booking system or set invitation numbers to limit attendance. • Hirer to record attendance. 	Low
Hirer or activity leader	Medium	<ul style="list-style-type: none"> • To produce a Covid 19 Risk Assessment for the activity and methods to limit spread of virus. See template attached. • To take full responsibility of attendees for public safety from Covid 19 during hire period. • To record NHS Track & Trace details of attendees if information voluntarily given. • Kitchen – minimum number of people in area at once, thoroughly clean equipment used. 	Low
Cleaning Procedures	Medium	<ul style="list-style-type: none"> • Hirer's responsibility to clean frequently touched points before & after event. • Regular cleaning completed by employed cleaners post event. 	Low
NHS, Test, Track and Trace	Medium	<ul style="list-style-type: none"> • QR code displayed. • Records are kept of event contact details for a minimum of 21 days. • Receive risk assessments from contractors e.g. caterers. 	Low
Someone falls ill with Covid 19 symptoms whilst at the hall	Medium	<ul style="list-style-type: none"> • Isolate the person • Terminate the event. • Use hand sanitiser on leaving and advise people to wash clothing worn. • Covid First Aid stored in bar area • Give list of attendees to authorities 	Medium

