

Risk assessment: C & S Parish Playing Fields Association Ltd

Village Hall

Assessment carried out by: Dinny Davies

Date assessment was carried out: 01/09/2023

Date of next review: 01/09/2024

Date signed off by committee: 28/11/2023

Assessment amended due to box in hall near the store room – 20/02/2024

Note: There are separate, more specific risk assessments for the Village Hall kitchen, Village Hall storeroom and Village Hall car park. Please also consult those documents, if you will be using any of those facilities.

What are the hazards?	Who might be harmed and how?	What are we already doing to control the risks?	What further action do we need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<p>Slips, trips & falls</p> <p>Box in hall in the wall near the store room</p>	<ul style="list-style-type: none"> • Users & maintenance personnel • Trips and stumbles • Slips on wet floors due to spillages or leaks • all hall users by running into box and injuring their heads 	<ul style="list-style-type: none"> • Car park and entrance path are reasonably level. • Disabled parking slots close to entrance. • Electric sockets sited to minimise cable trip hazard. • Dirt mat at entrance. • Handrails at approach to entrance. • Kitchen & toilet floors have 'non slip' surfaces. • Wet floor sign used for cleaning and spillages. • In Progress advising people about the box position. 	<p>N/A</p> <p>In progress</p>	<p>N/A</p> <p>PPFA</p>	<p>N/A</p> <p>Danger sign ?</p>	<p>N/A</p> <p>In hand</p>
<p>Gas</p> <p>Gas boiler in storeroom could potentially leak due to faulty installation, maintenance or</p>	<ul style="list-style-type: none"> • Users & maintenance personnel • Gas leak causing asphyxiation or explosion 	<ul style="list-style-type: none"> • System designed, installed and certified by qualified gas engineers, to conform with Building Regs • Annual gas safety check 	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>

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damage						
Electricity 240v supply to lighting, wall sockets, driers in toilets, projector etc.	<ul style="list-style-type: none"> • Users & maintenance personnel • Electrocutation and/or burns etc • Due to misuse, faulty wiring or equipment faults 	<ul style="list-style-type: none"> • All systems are designed, installed and certified by qualified electricians, to conform with Building Regs • Operating instructions available for sound system • Electrical Installation Condition Report produced every five years • All mobile electrical appliances kept in the Village Hall are PAT tested annually 	N/A	N/A	N/A	N/A
Fire	<ul style="list-style-type: none"> • Users & maintenance personnel • Burns • Asphyxiation from smoke/fumes 	<ul style="list-style-type: none"> • A fire risk assessment has been carried out for the whole building, and suitable actions taken. • Mains wired smoke/fire alarms are tested twice a year during Guardian third party inspection • Emergency buttons to open fire doors in an emergency • Multiple fire extinguishers positioned around building • Fire extinguishers are serviced annually during Walkers third party inspection • Weekly checks of fire alarms, fire doors and emergency lighting. 	N/A	N/A	N/A	N/A

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Work at height e.g. fall from ladders	<ul style="list-style-type: none"> Maintenance personnel & contractors Changing light bulbs, painting & other repairs. 	<ul style="list-style-type: none"> Most internal ceilings can be reached by step ladder. Loft has built in, drop down, access steps. Skylight windows and blinds are remote operation Building is single storey, with pitched roof. 	N/A	N/A	N/A	N/A
Manual Handling e.g. setting up tables and chairs	<ul style="list-style-type: none"> Users and maintenance personnel. Injury from moving or lifting heavy or awkward equipment. 	<ul style="list-style-type: none"> Most chairs are stored on purpose built racking or trolleys (to aid moving them). Tables are lightweight & folding. The table tennis tables have wheels to aid movement, and are only moved by experienced players & personnel Small items of user equipment are stored in lightweight crates to make handling easier. 	N/A	N/A	N/A	N/A
Defibrillator e.g. not working correctly	<ul style="list-style-type: none"> May be unavailable to treat a person with heart failure 	<ul style="list-style-type: none"> Checked weekly to ensure operational, and report sent to ambulance service monthly. Ambulance service will refurbish unit after any use. 	N/A	N/A	N/A	N/A
Legionella	<ul style="list-style-type: none"> Users of the water system, in kitchen & bathrooms 	<ul style="list-style-type: none"> Cold water is straight from the mains supply. Hot water comes from the boiler via an unvented tank held at 60 degrees centigrade, so extremely low risk of Legionella 				

