

STAVERTON VILLAGE HALL RISK ASSESSMENT

To be issued to all Hirers, Users of the Hall and the Committee

Staverton Village Hall Management Committee (SVHMC) will provide a safe environment.

This RA will be displayed in the Hall entrance, on the website and reviewed/updated as required and inline with any new government mandates or advice.

This document should be read in conjunction with relevant legislation and guidance issued by the government, local authorities and the hirers' own governing body.

This document is not exhaustive and SVHMC cannot be held responsible for any errors or omissions, factual or otherwise arising from reliance on it.

Severity 1 Trivial injury, **2** Minor injury, **3** Major injury, **4** Major injury many people, **5** Death of one person, **6** Multiple Deaths

Hazard	Areas	Who	Risk identified	Severity	Action taken
Covid viruses	All	Committee members, Public, Sub Contractors	<p>Viruses on surfaces</p> <p>Disposing of rubbish, cleaning cloth and tissues correctly.</p> <p>Warm steam from the dishwasher could spread viruses.</p> <p>Damp tea towels, spread contamination</p> <p>Large areas of worktops to clean.</p> <p>Events and collection/handling of cash</p>	1-6	<p>Abide by current government guidelines</p> <p>Regular cleaning by sub contractor</p> <p>Cleaner and Hirers provided with tissues and cloths. Bins for disposal of tissues and cloth.</p> <p>Adhere to space capacity</p> <p>Hand sanitiser available Wash hands thoroughly and regularly</p> <p>Removal of used tea towels</p>

Trips, slips and falls	All	Committee members, Public, Sub Contractors	Poor maintenance Faulty lights No lighting Wet floors Loose mats Icy external walkways in winter	1-5	Weekly Hall checks by Committee member Wet floor signage First aid kit in Kitchen regularly checked Seasonal care of external walkways
Road accident	Outside	Committee members, Public, Sub Contractors	Poor Visibility Poor parking	1-5	Outdoor lighting First aid kit in Kitchen regularly checked
Moving furniture	All	Committee members, Public, Sub Contractors	Heavy weight Hand injuries Excessive furniture stacking	1-3	Hirers advised to have two designated furniture supervisors Instructions and diagrams of furniture safe storage Trolley for moving chairs First aid kit in Kitchen regularly checked
Blocked fire exits	All	Committee members, Public, Sub Contractors	Restricted evacuation	1-6	Hirers to check during booking Regular checks by designated committee person Fire Exits labeled with correct signage
Faulty fire safety equipment	Indoors	Committee members, Public, Sub Contractors	Not fit for purpose	1-6	Regular checks by designated committee person First aid kit in Kitchen regularly checked
Incorrect fire appliance at fire point fire	Indoors	Committee members, Public,	Poor information for users	1-6	Regular checks by designated committee person Specific firepoint and appliance labels Hirers to check at start of booking

equipment		Sub Contractors			
Electric wall heaters	Main Hall	Committee members, Public, Sub Contractors	Faulty appliance Used/Damaged/Tampered with	1-3	Hirers to check at start of booking Regular checks by designated committee person Supervise children First aid kit in Kitchen regularly checked
Poor signage and instructions	All	Committee members, Public, Sub Contractors	Poor/diminished/degraded information for users	1-3	Signage reviewed on annual basis Signs labeled and checked against inventory to ensure present and fit for purpose Regular checks by designated committee person
Hot surfaces	Kitchen	Committee members, Public, Sub Contractors	Burns	1-3	Hirers to warn users at start of booking Hirer to nominate manager for areas with hot surfaces (kitchen) Regular checks by designated committee person First Aid kit in Kitchen regularly checked
Food Hygiene	Kitchen Main Hall	Committee members, Public, Sub Contractors	Illness Contamination	1-6	Kitchen cleaned between users Remove/isolate used tea towels Remove rubbish at end of days booking First Aid kit in Kitchen regularly checked
Sharps implements	Kitchen Main hall	Committee members, Public, Sub Contractors	Cuts	1-3	Hirers to warn users of risk at start of booking Hirer to nominate manager for areas with sharps and risk of cuts (kitchen) Regular checks by designated committee person First aid kit in Kitchen regularly checked
Hazardous	All	Committee	Spillage	1-3,5	Locked in cleaning cupboard out of reach of minors

cleaning equipment		members, Public, Sub Contractors	Storage		Children kept out of the Kitchen Hirers to check during every booking Regular checks by designated committee person First Aid kit in Kitchen regularly checked
Boiling water	Kitchen	Committee members Public Sub Contractors	Burns	1-3	Hirers to warn users of risk at start of booking Hirer to nominate manage for areas with boiling/hot water Children kept out of the Kitchen Hirers to check during every booking Regular checks by designated committee person First Aid kit in Kitchen regularly checked
Dangling leads	All	Committee members, Public, Sub Contractors	Causing injury	1-3	Hirers to check during every booking and remove risk or warn of danger First Aid kit in Kitchen regularly checked Regular checks by designated committee person
Faulty electrical equipment	Indoors	Committee members, Public, Sub Contractors	Causing Injuries	1-3,5	Hirers to check during every booking and be conscious of treatment for injury and procedure for dealing with an injury caused by electrocution Regular checks by designated committee person of fixed and portable electrical appliances First Aid kit in Kitchen regularly checked
Access to Children	Kitchen	Under 12s	Causing injuries	1-3	Children kept out of the Kitchen Hirers to manage during every booking Regular checks by designated committee person
Disposal of Waste	All Areas	Committee members, Public, Sub Contractors	Waste contamination Nappies contamination Offensive odors	1-3	Hirers to manage generated waste/rubbish during booking Regular checks by designated committee person

Maintenance and Working alone	All	Committee members, Sub Contractors	Causing injury	1-3,5	First Aid kit in Kitchen regularly checked Notification of working alone to competent person Avoidance of unnecessary working alone practices
Maintenance-Working at height	All	Committee members Sub Contractors	Causing Injury	1-3,5	First aid kit in Kitchen regularly checked Notification of working alone to competent person No working alone at height
Poor storage of items	All	Committee members Public Sub Contractors	Causing injury	1-3,5	Hirers to check during every booking Regular checks by designated committee person Good practice for equipment storage with suitable facilities provided and guides for use
Outside	Car park paths exterior areas	Committee members, Public, Sub Contractors	People smoking, congregating before entering / leaving the premises. Parking area not big enough People drop rubbish / cigarette butts etc	1-3,5	Ensure external area is kept clean and free from rubbish Hirers to remind attendees to park sensibly Encourage attendees to move into hall on arrival Neighbor(s) to be emailed to advise of booking per month to avoid unnecessary congestion where possible Hirers responsible to keep outside areas clear of debris and dispose of correctly as per Hire Agreement/Condition