

## Baginton Village Hall General Health and Safety Risk Assessment

The Management Committee decided to do a risk assessment of Baginton Village Hall to control the risks to people who use the Hall and those 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 workers, 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 Secretary of the Management Committee did the risk assessment, which is based on the information provided by the Health and Safety Executive and ACRE Information Sheet 15. Please note that there is a detailed Fire Risk Assessment and COSHH Assessment in addition to this document.

| Category of Risk                                                                                                                         | Persons at Risk                                            | Control Measures to Mitigate Risk                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Notes                                                                                                                                                |
|------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Slips, Trips and Falls</b><br><br>Caused by uneven surfaces or slippery floors.<br>Potential injuries include fractures and bruising. | Contractors<br><br>Members of the Public<br><br>Volunteers | <ul style="list-style-type: none"> <li>• The car park is maintained to minimise slip and trip risks.</li> <li>• Changes in floor level from car park into entrance hall via small step – ramp provided for less able persons.</li> <li>• All areas well lit allowing safe access/exit and movement around the building.</li> <li>• Good lighting in car park and disabled parking bays next to front door</li> <li>• No trailing leads or cables.</li> <li>• Users know to clean up spillages immediately and wet floor signs used where necessary</li> <li>• Entrance hall, corridor and storeroom kept clear of clutter.</li> <li>• Carpets in entrance hall, corridor and committee room in good condition and fixed.</li> <li>• Matting provided in entrance hall and inside patio doors to minimise rainwater being carried in.</li> <li>• Cleaning happening when the hall is closed, which limits users being exposed to wet floors</li> </ul> | <ul style="list-style-type: none"> <li>• Hirers asked to ensure access/egress routes are unobstructed and free from slip and trip hazards</li> </ul> |

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| Category of Risk                                                                                | Persons at Risk                                            | Control Measures to Mitigate Risk                                                                                                                                                                                                                                                                                                                                                                                                   | Notes |
|-------------------------------------------------------------------------------------------------|------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| <b>Vehicle Movements</b><br><br>Pedestrians struck by vehicles in car park.                     | Contractors<br><br>Members of the Public<br><br>Volunteers | <ul style="list-style-type: none"> <li>Entrance to the car park clearly signposted with separate gate for pedestrians.</li> <li>Pedestrian route through car park from gate to village hall entrance clearly marked.</li> <li>Car park well lit.</li> <li>Weekly bin collection takes place when hall not in use.</li> </ul>                                                                                                        |       |
| <b>Working at Height</b><br><br>e.g. Falling off ladders.                                       | Contractors<br><br>Members of Public<br><br>Volunteers     | <ul style="list-style-type: none"> <li>Any contractors working at the hall are responsible for making their own safety arrangements if working at height.</li> <li>Caretaker/volunteers assess the floor and surrounding area for hazards to ensure a ladder can be used safely. If working at height there is at least one other person present.</li> <li>Advice to hirers and contractors given in our H&amp;S policy.</li> </ul> |       |
| <b>Poor Storage of Tables and Chairs</b><br><br>Strains from manual handling and crush injuries | Contractors<br><br>Members of the Public<br><br>Volunteers | <ul style="list-style-type: none"> <li>Trolleys provided to move chairs and tables into dedicated storage areas.</li> <li>H&amp;S policy has instruction not to move more than 8 chairs at a time using the trolley.</li> <li>Users know that they must stack tables and chairs carefully so that they do not collapse.</li> </ul>                                                                                                  |       |
| <b>Hazardous Substances</b><br><br>e.g. cleaning products causing skin irritation or poisoning. | Contractors<br><br>Members of the Public<br><br>Volunteers | <ul style="list-style-type: none"> <li>COSHH assessment carried out (see separate document).</li> <li>Cleaning products stored in dedicated cleaner's cupboard.</li> <li>Mops, brushes and rubber gloves provided.</li> <li>Cleaner trained to use hazardous products safely.</li> </ul>                                                                                                                                            |       |

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| Category of Risk                                                                                                  | Persons at Risk                                            | Control Measures to Mitigate Risk                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Notes                                                                                                                                                                                                                                                        |
|-------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Equipment and Electrical Failure</b><br><br>Risk of shocks and burns if equipment or installation were faulty. | Contractors<br><br>Members of the Public<br><br>Volunteers | <ul style="list-style-type: none"> <li>• Portable equipment checked for visual signs of damage before use</li> <li>• Damaged electrical equipment taken out of service or replaced.</li> <li>• PAT testing carried out where appropriate biannually.</li> <li>• Users made aware they are responsible for their equipment on site and advised of need to check it.</li> <li>• In the event of a power failure, emergency lighting is installed (tested and serviced annually).</li> <li>• Fixed wiring periodically inspected, tested and certificated (most recently 2025).</li> <li>• All electrical work and repairs undertaken by a qualified electrician</li> <li>• Cupboard containing main power supply to building kept locked.</li> </ul>                                                              | <ul style="list-style-type: none"> <li>• Public defibrillator situated on the front wall of the Village Hall</li> <li>• Hirers advised that there is no telephone on site.</li> <li>• Consider securing burco hot water boiler with safety strap.</li> </ul> |
| <b>Fire</b><br><br>Burns, smoke inhalation, death.                                                                | Contractors<br><br>Members of the Public<br><br>Volunteers | <ul style="list-style-type: none"> <li>• Fire risk assessment carried out (see separate document).</li> <li>• No flammable liquids kept on site.</li> <li>• No smoking policy.</li> <li>• Fire alarm system fitted that is serviced every 6 months.</li> <li>• Fire fighting equipment available and serviced annually. Hirers advised it is to be used by trained persons only.</li> <li>• Fire exits clearly marked.</li> <li>• Escape routes kept clear.</li> <li>• Emergency lighting in the event of an alarm.</li> <li>• Emergency Plan displayed in entrance hall. Users advised that there is no telephone available and to dial 999 on their mobile phone in the event of an emergency.</li> <li>• Maintenance contract in place for fire alarm, sensors, emergency lighting, extinguishers</li> </ul> |                                                                                                                                                                                                                                                              |

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| Category of Risk                                                                           | Persons at Risk                                            | Control Measures to Mitigate Risk                                                                                                                                                                                                                                                                                                                                                                                                          | Notes                                                                                                                                                                                                                                       |
|--------------------------------------------------------------------------------------------|------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Asbestos</b><br><br>Damage through inhalation of toxic fibres if material is disturbed  | Contractors<br><br>Members of the Public<br><br>Volunteers | <ul style="list-style-type: none"> <li>It is likely that the ceiling boards in the storeroom are asbestos - no risk control measures at present.</li> </ul>                                                                                                                                                                                                                                                                                | <ul style="list-style-type: none"> <li>Find out if hall contains any asbestos.</li> <li>If so, and if asbestos is in good condition, record where it is and put up signs warning that it is asbestos and is not to be disturbed.</li> </ul> |
| <b>Legionella</b><br><br>Risk of contracting Legionnaires' disease from contaminated water | Contractors<br><br>Members of the Public<br><br>Volunteers | <ul style="list-style-type: none"> <li>No showers or humidifiers on site that would produce spraying/sprayed water that could contain Legionella bacteria.</li> <li>Hot water produced on demand using water heaters, so no risk of Legionella bacteria resulting from hot water storage.</li> <li>Regularly used pipework to toilets and kitchen, with no redundant pipework in remainder of hall that could harbour bacteria.</li> </ul> | <ul style="list-style-type: none"> <li>Very low risk, so specific water testing not required.</li> </ul>                                                                                                                                    |