

In order to comply with statutory obligations regarding Risk Assessment for all users, staff etc in the Village hall once the refurbishment has been completed and the hall is handed over to the Operating Committee, the following first draft risk assessment has been compiled in May 2013 with the aim of finalising it once the building is ready for use and a walk round visual inspection can be carried out.

This assessment was prepared by members of the "Safety sub-committee" (S S-C) in general accordance with the recommendations from the Health and Safety Executive in their document "Example risk assessment: Village Hall".

1. Operating Committee responsibilities

Potential hazard	Who is at risk	Current action	Future action required	Action by whom	Date for completion	Confirmed done date
Slips, trips and falls	Users, staff, volunteers & contractors	Prepare for walk round after hand over (use HSE document)	Record identified risks & actions needed	Safety sub-committee (S S-C)	31/7/13	
Work at height	Volunteers & staff	Ensure that stepladder is safe	Train likely users in ladder safety proc.	S S-C	31/7/13	
Vehicle movement in car park	Pedestrians especially children	Check lighting is adequate and parking marked out	Advise users that marshalling may be needed	Bookings officer thru' T & C's	31/7/13	
Hazardous substances	Staff and users	Cleaning material products to be stored securely	Check what is being used and take appropriate action	S S-C	31/7/13	
Electricity 1	Users, staff & volunteers	Ensure all statutory checks are done on installation and portable appliances	Advise users of responsibilities re their own gear	Bookings officer thru' T & C's	31/7/13	
Electricity 2	Users and hired equipment	Add requirement into T&C's	Amplifiers, sound equipment etc must be safe	Bookings officer thru' T & C's	31/7/13	
Stored materials and equipment	Users & volunteers	Put up notices about safe stacking	Monitor how this progresses over time	Bookings officer thru' T & C's	31/3/13	
Asbestos	None	All asbestos in the hall was removed	None	n/a	n/a	
Fire	All people in the building at any time	Review fire assessment Check all emergency exits are clear NO SMOKING NOTICES	Check regularly and instruct users to comply	Bookings officer thru' T & C's	31/7/13	
Lift operation	Users	Only to be used under adult supervision Ensure operational rules are clear and displayed.	Check to see that rules are adequate and ensure that users are aware of them	Bookings officer thru' T & C's	31/7/13	
Computers & electronic gear	Users	Check installation is safe, no trailing cables etc	Arrange blocking software for unsuitable use by children	S S-C	31/7/13	
Usual kitchen hazards	Users especially children	Notices banning children from kitchen and warning users of risks	Monitor usage	All committee members	31/7/13 and ongoing	
Locking the building with people inside	All users etc	Instruct users and put up notices "ensure that the hall is empty before locking up"	Review how this works and modify if necessary	S S-C	31/7/13 and ongoing	
Stage extension units	Users	Users must ensure that the sections are locked together and secured to the fixed stage	Training sessions with users when booked	Hallkeeper and/or Property officer	31/7/13 and ongoing	

2. Others Responsible for their own Risk Assessment

- Hall users must acquaint themselves with the Terms & Conditions published on the website
- Contractors must ensure that their equipment is safe and that they conform with safety requirements and insurance

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