

NAYLAND VILLAGE HALL MANAGEMENT

HEALTH & SAFETY RISK ASSESSMENT

**Function: Village Hall and other users
September 2016**

Date:

Major Risks Identified in the Planning of a Village Function

Personnel accident during Car Parking

The car park and pedestrians can cross over when pedestrians enter the Village Hall on foot.

Trip Hazards

Uneven surfaces, wet floors, cables, debris and other items left on the floor.

The setting up for the Hall will require the use of the Village Hall Tables and Chairs.

The tables and chairs are heavy and require safe handling.

Use of the Village Hall Kitchen

The Kitchen contains both commercial and domestic catering equipment, crockery and other catering equipment.

Use of the Village Hall Stage

The personnel using tables and chairs on the stage could fall off.

Sudden illness

The public attending the event may become unwell.

Fire

Evacuate when fire alarm is activated.

Risk Assessment

This document does not apply to simple routine operations, and low risk operations.

Where necessary additional safety risk assessments will be carried out for specific Nayland Village Hall Management Committee (NVHMC) activities.

GENERAL RISKS AND RISK ASSESSMENT

Author: NVHMC			Event – Any Village Hall function						Page 2 of 3	
Co-ordinator			Date: October 2016							
Ref No.	Activity	Potential Hazards	Those at Risk	L	S	R	%	Risk Classification	Suggested Safety Measures	
1	GENERAL ACTIVITIES:- ACCESS, TRAFFIC, DELIVERIES, MATERIALS, PEDESTRIAN ROUTES	UNAUTHORISED ACCESS, PERSONNEL INJURIES	ALL NVHMC HELPERS AND VISITORS	2	4	8	22	MEDIUM	NVHMC TO PROVIDE A CAR PARK STEWARD WHEN THE VH CAR PARK BECOMES BUSY PPE TO BE WORN BY STEWARD AT ALL TIMES NVHMC TO INSTRUCT STEWARD IN SAFE WORKING	
2	GENERAL WALKING AROUND THE HALL AND ITS ENVIRONS	UNEVEN SURFACES, SHALLOW STEPS, SLIPS DUE TO SPILLAGES OR TRIPPING OVER OBJECTS LEFT ON THE FLOOR	ALL NVHMC HELPERS AND VISITORS	3	4	12	33	MEDIUM	NVHMC TO INSTRUCT ALL HELPERS TO ENSURE THAT THE FLOORS AND STAGE ARE KEPT FREE OF ALL TRIP HAZARDS AND WHERE THERE ARE SHALLOW STEPS, THEY ARE AWARE OF THESE AND WILL INFORM THEIR AUDIENCE ACCORDINGLY.	
3	SETTING UP THE VH FOR A FUNCTION	LIFTING CHAIRS AND TABLES	ALL NVHMC HELPERS AND VISITORS	3	2	6	17	MEDIUM	NVHMC TO INSTRUCT ALL HELPERS AND STEWARDS HOW TO USE THE CHAIR TROLLEYS FOR SAFE MOVING AND ERECTION/ PACKING AWAY THE TABLES AND CHAIRS	
4	THE USE OF THE VH KITCHEN	RISK BURNS FROM USING THE COOKING EQUIPMENT SCALDING FROM HOT WATER, ESPECIALLY THE URN	ALL NVHMC HELPERS AND VISITORS	3	3	9	25	MEDIUM	NVHMC TO INSTRUCT ALL KITCHEN USERS IN THE SAFE USE OF THE EQUIPMENT	
				4	3	12	33	MEDIUM	NVHMC TO ENSURE THAT THE HOT WATER URN IS PLACED IN A SAFE POSITION AND THAT THE URN IS NOT EMPTIED UNTIL THE HOT WATER HAS COOLED.	

GENERAL RISKS AND RISK ASSESSMENT

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Ref No.	Activity	Potential Hazards	Those at Risk	L	S	R	%	Risk Classification	Suggested Safety Measures	
5	USE OF THE VILLAGE HALL STAGE	UNAUTHORISED ACCESS AND PERSONNEL INJURIES FALLING FROM THE STAGE	ALL NVHMC HELPERS AND VISITORS	2	4	8	22	MEDIUM	NVHMC TO ENSURE THAT ONLY AUTHORISED PERSONNEL ARE ON THE STAGE AND THEY ARE AWARE WHERE THE EDGE OF THE STAGE IS. NVHMC TO ENSURE THAT HALL STEWARDS DISCOURAGE UNAUTHORISED ACCESS.	
6	SUDDEN ILLNESS		ALL NVHMC HELPERS AND VISITORS	4	5	20	55	HIGH	NVHMC TO PROVIDE TRAINED FIRST AIDER WITH TELEPHONE TO CALL FIRST RESPONDERS AND AMBULANCE SERVICE. NVHMC STEWARDS TO CLEAR THE HALL TO ENSURE PRIVACY FOR PATIENT.	
7	FIRE ALARM	FAILURE TO EVACUATE THE HALL IN AN ORDERLY MANNER. FAILURE FOR THE HALL OCCUPANTS TO EFFECTIVELY CLEAR THE HALL AND ASSEMBLE AT THE MUSTER POINT.	ALL NVHMC HELPERS AND VISITORS	4	3	12	33	MEDIUM	DESIGNATED FIRE STEWARD TO CALL EMERGENCY SERVICES. NVHMC TO ENSURE THAT ALL HELPERS AND STEWARDS ARE FAMILIAR WITH THE EVACUATION PROCEDURE AND LOCATION OF THE MUSTER POINT. NVHMC ALSO TO ENSURE THAT, IF THE FIRE CAUSES AN EXIT TO BE BLOCKED, ALL OCCUPANTS ARE MOVED SAFELY OUT THROUGH ALTERNATIVE ROUTES.	

This key must be read in conjunction with the accompanying document, which describes the evaluation criteria.

Key to assessed risks: -

L = Likelihood (Low, Medium, High)
S = Severity (Low, Medium, High)
R = Risk Rating (L x S)

R = 1 to 6
R = 1 to 6
R = 6 to 36

% Risk Rating: -

L = Low Priority
M = Medium Priority
H = High Priority

1 to 5 or 3% to 14%
6 to 16 or 17% to 45%
17 to 36 or 47% to 100%