

Badingham Village Hall Risk Assessment

Setting the scene

The Management Committee decided to do a risk assessment of Badingham 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 contractors, 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 Management Committee did the risk assessment.

How was the risk assessment done?

The Committee followed the guidance in Five Steps to risk assessment
www.hse.gov.uk/pubns/indg163.pdf

1. To identify the hazards, the Committee:
 - looked at HSE's web pages for free health and safety advice and guidance for small businesses;
 - walked around the Hall, car park and other areas noting things that might pose a risk; and
 - spoke to other users of the Hall, and to people who had done jobs at the Hall, to learn from their experience and to get their views on health and safety.
2. The Committee then wrote down who could be harmed by the hazards and how.
3. They wrote down what controls were in place to manage these risks and then compared these to the guidance on HSE's website.
4. They put the findings of the risk assessment into practice, writing down who was responsible for doing what, and by when. It was decided to tick off each action when it was completed, and to record the date when it was done.
5. The Committee discussed the findings at a committee meeting. The committee decided to put in place all the additional risk controls the secretary had suggested. They also decided that the risk assessment would be shown to all workers doing jobs at the Hall, and published on the web site www.Badingham.org.uk to be available to all users of the Hall, and that it would be discussed with the representatives of all groups using the Hall for the first time. The Management Committee decided to review the risk assessment every year, or immediately if any changes occurred to the Hall or how the Hall was used.

Version 1.00

Assessment completed 03 Dec 2023 Reviewed March 2025

Next review date March 2026

What are the hazards?	Who might be harmed and how?	What are we already doing?	What further action is necessary?	Action by whom?	Action by when?	Done
Slips, trips and falls Caused by uneven surfaces or slippery floors.	Users of the Hall, contractors, passers by in car park. Potential injuries include fractures and bruising.	The car park is unsurfaced so could present a trip hazard. Changes in floor level to the disabled toilet, gents toilet and tea room are marked with non-slip hazard warning tape.	Ensure any potential trip hazards are minimised or marked appropriately		Ongoing	
Working at height	Contractors, users of the Hall installing decorations, drama groups rigging scenery and lighting. Falling off ladders and other means of access.	Contractors instructed to follow safe working practices and provide Risk Assessments and Method Statements. This also applies to major groups using the Hall, e.g. for Theatre and Opera performances. Advice given in our H&S policy document.	None.			
Falling objects , e.g. stage lighting and scenery	Users of the Hall and performers hit by falling heaving objects causing impact wounds or death.	None currently installed at the hall.	None.			
Poor storage of tables and chairs	Users of Hall who are setting up or dismantling an event might suffer strains and crush injuries.	Lifting signage is displayed in the table and chair store.	None.			
Hazardous substances e.g. cleaning products and paints	Hall users, especially young people, may suffer skin irritation or poisoning.	Cleaning products stored in dedicated locked cleaners' cupboard. Paints for decorating Hall are stored in locked store room or off-site.	None			

Manual handling	Users may suffer back injury when moving heavy items, e.g. tables and chairs	Lifting advice sign is displayed on the door to the back store.	None			
Electricity	All users of the Hall risk shocks and burns if equipment or installation were faulty.	Fixed wiring periodically inspected, tested and certificated (most recently late 2024). Portable equipment tested annually. Users made aware they are responsible for their equipment on site and advised of need to check it (particularly applies to stage lighting and equipment). Users advised where main distribution board and switches are.	Repeat electrical testing when due. Circuits re-tested when modifications made.	Committee	Fixed wire testing PAT testing Jan 2025	
CO poisoning Emissions from faulty gas appliances.	Uses of the Hall, especially those involved in overnight events and sleeping in the Hall e.g. Guide sleepovers.	There is only one gas appliance installed at the hall – the heating boiler. Gas testing is performed as part of its annual service. CO monitors have been installed next to the boiler.	Repeat gas testing every 12 months with boiler service.	Committee	Boiler is not due its first service until September 2024	
Fire	All users of the Hall who might be trapped and suffer burns and smoke inhalation.	Fire risk assessment done. Fire alarm fitted.	Fire alarm system to be serviced every 6 months.	Committee	Ongoing	
Power failure	Users and others in the hall after dark	Emergency lighting is installed.	Tested and serviced annually	Committee	Ongoing	