



Health and Safety Risk Assessment Form

		Location: Barroway Drove Village Hall	
Area being assessed: Main hall, kitchen, foyer, bar area, store room, toilets, car park, storage container, decking, playing field	Assessor: Vicki Howling	Date of Assessment: 28 th September 2019 (amended 7 th July 2020 to include reference to Covid-19)	Date for Review: September 2020

What is the Hazard?	Who could be harmed and how?	Control measures already in place	Risk Rating LxS = R ¹	Further controls to be implemented if risk rating is M or H (10-25)	Person responsible to implement further controls	Date further controls implemented	Risk rating LxS = R with further controls ¹
Slips, trips and falls	Users of the hall, playing field and car park may suffer injuries such as fractures or bruising if they slip for example on spillages or trip over objects or on uneven surfaces	All indoor surfaces to be kept clean, dry and in a good state of repair and all outdoor surfaces to be maintained to be as even as possible. Parking spaces for visitors with disabilities available next to hall entrance. Good lighting in all areas (indoor and outside) Hall users know (via Hiring Agreement) to clear up spillages	3 x 4 = 12	Surfaces to be inspected weekly and any defect repaired immediately (or taken out of use if repair not possible) Hirers required to be vigilant for defects and report to the Committee immediately Weekly checks to ensure lighting is working and bulbs replaced immediately if required	Health & Safety Officer/cleaner All hirers Health & Safety Officer/cleaner	Weekly As required Weekly	3 x 3 = 9

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		Mats at entrances to stop rain water being carried in. No storage in corridors. No trailing electrical leads/cables Grass cut, trees and bushes trimmed regularly, car park weeded (sprayed) regularly		Visual checks every time the Hall is used ensure corridors are free from obstruction and trailing cables. Outdoor space including perimeter of grounds checked weekly and any hazards rectified Warning signs to notify of potential hazards (e.g. adjacent electric fence, anti-climb paint)	All Hall users (Hirers are reminded of their responsibility via Hiring Agreement)	As required	
Vehicle movement	Hall users and/or members of the public could suffer serious injury if struck by cars entering/leaving the car park or moving in it	Entrance/exit to car park clearly marked Car park well lit For large events, parking controlled by marshals wearing high-visibility vests Hall users are advised (via Hiring Agreement) to consider whether they need to control car parking	3 x 3 = 9	No further action required			
Hazardous substances	Anyone cleaning the hall including volunteers and hirers could be harmed for example by inhaling fumes or skin irritation from contact with cleaning products	Cleaning products marked 'irritant' replaced with milder alternatives Cleaning produced stored securely	3 x 3 = 9	See also separate Covid-19 risk assessment			
Electricity	Hall users risk electric shocks or	Fixed installation correctly installed by qualified	3 x 3 = 9	No further action needed			

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	burns from faulty equipment or installation	electrician and inspected regularly All repairs carried out by qualified electrician Safety plugs in sockets Hall users know they are responsible for any equipment used on site Portable equipment checked for visual signs of damage before use					
Stored equipment	Hall users could be injured by stored equipment for example stacks of chairs collapsing	Hall users know that they must stack chairs and tables carefully to collapse or fall	3 x 3 = 9	No further action needed			
Manual handling	Hall users could be injured if they try to lift objects that are too heavy or awkward	Trolleys available to move heavy equipment	3 x 3 = 9	No further action needed			
Fire	In the event of a fire, Hall users could suffer burns and/or smoke inhalation	Separate fire risk assessment completed	3 x 4 = 12	See separate Fire Risk Assessment	Health & Safety Officer	See separate Fire Risk Assessment	
Transmission of Covid-19	Hall users could become infected with Covid-19 by close contact/interaction with other hall users or by touching surfaces infected by the virus	Separate Covid-19 risk assessment completed	3 x 5 = 15	See Covid-19 Risk Assessment	Health & Safety Officer	See Covid-19 Risk Assessment	

¹ See explanatory table below

Hazard: Something that has the potential to cause harm

Risk: The likelihood of that harm occurring

Likelihood:

1	Improbable
2	Remote
3	Possible
4	Probable
5	Very likely to occur

Severity:

1	No injury
2	Minor injury – first aid only
3	Three day or over injury
4	Major injury
5	Fatal injury

Risk Rating:

Numerical value	Risk Rating	Action
1 - 9	Low	No further action needed
10 – 15	Medium	Action needed soon
16 - 25	High	Immediate action needed

Risk rating is calculated by multiplying the likelihood by the severity:

**e.g. a possible chance of an accident resulting in a major injury = 3 x 4 = 12
therefore, a medium risk – action needed soon - to reduce the risk to as low as is reasonably practicable.**