



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 last review: 11 th June 2022	Date for next review: June 2023
		Approved by committee: July 2022	

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 Visual checks every time the Hall is used ensure corridors	Health & Safety Officer/cleaner All hirers Health & Safety Officer/cleaner All Hall users (Hirers are	Weekly As required Weekly As required	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		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)	reminded of their responsibility via Hiring Agreement)		
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 materials	Hall users/volunteers could be harmed for example by inhaling fumes or skin irritation from contact with cleaning products Cuts and bruises from dangerous materials e.g. broken glass in car park	Cleaning products marked 'irritant' replaced with milder alternatives Cleaning products stored securely	3 x 3 = 9	No further action required (See also separate Covid-19 risk assessment)			

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Electricity	Hall users risk electric shocks or burns from faulty equipment or installation	Fixed installation correctly installed by qualified 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 PAT tested in line with government guidance.	3 x 3 = 9	Portable equipment checked for visual signs of damage before use Hirers required to be vigilant for defects and report to the Committee immediately	Health & Safety Officer/cleaner Hirer (as per hiring agreement)	Weekly As required	2 x 3 = 6
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	Separate Covid-19 risk assessment completed	3 x 5 = 15	See Covid-19 Risk Assessment	Health & Safety Officer	See Covid-19 Risk Assessment	

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	surfaces infected by the virus						

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.**