

**WORTON & MARSTON  
VILLAGE HALL  
TRUSTEES**



**RISK ASSESSMENT**  
Registered Charity No. 248792

Date of Risk Assessment: **30/06/2015**  
Date of Review: **June 2016**

Hazard	Who might be harmed & how?	Mitigating actions	Further actions required	Action by whom?	Action by when?	Status
Slips, trips and falls	Users of the hall may suffer injuries such as fractures or bruising if they slip e.g. on spillages or trip over objects	<ul style="list-style-type: none"> <li>• Users know to clear up spillages immediately and where to find cleaning equipment (hirer's guide)</li> <li>• Mats at entrances to stop rain water being carried in</li> <li>• Equipment stored out of main thoroughfares</li> <li>• No trailing leads or cables</li> </ul>	<ul style="list-style-type: none"> <li>• Need to replace flooring in entrance lobby to make safe – new slip-resistant floor installed in the Inner Lobby.</li> </ul>	VF	End 2014	<ul style="list-style-type: none"> <li>• Complete</li> </ul>

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Working at height e.g. changing light fittings, putting up decorations, accessing loft	Anyone working at height could suffer potentially serious injury should they fall	<ul style="list-style-type: none"> <li>• Appropriate step ladder securely stored and available for use</li> <li>• Hall users know that they are responsible for using the stepladder safely guide (Hirer's Guide)</li> </ul>	<ul style="list-style-type: none"> <li>• Hall Trustees &amp; Caretaker to be given guidance on ladder safety</li> <li>• Stepladder checks to be included in Maintenance Checklist</li> <li>• Check loft access to assess safety</li> <li>• Loft ladder checks to be included in Maintenance Checklist</li> </ul>	JB JS JS JS	June 2014 End 2014 End 2014 June 2015	<ul style="list-style-type: none"> <li>• Complete</li> <li>• Complete</li> <li>• Complete</li> <li>• Complete</li> </ul>
Vehicle movement	Pedestrians could suffer serious injury if struck by cars turning into lane by Village Hall	<ul style="list-style-type: none"> <li>• Parking area does not belong to Village Hall but users are asked through hiring agreement to park considerately on public roads</li> </ul>	<ul style="list-style-type: none"> <li>• No further action</li> </ul>			
Hazardous substances	The caretaker and any others cleaning risk skin problems from direct contact with cleaning chemicals, vapour may cause breathing problems	<ul style="list-style-type: none"> <li>• Appropriate PPE &amp; cleaning equipment provided</li> <li>• Cleaning products stored safely</li> </ul>	<ul style="list-style-type: none"> <li>• Consider replacing irritants with milder alternatives</li> <li>• COSHH Regulations to be reviewed for relevant products</li> <li>• Hasp / padlock to be fitted to kitchen under-sink cabinet for storage of hazardous cleaning products</li> </ul>	DM JS JS	End 2014 End 2015 July 2015	<ul style="list-style-type: none"> <li>• Ongoing</li> <li>• Ongoing</li> <li>• Complete</li> </ul>

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Electricity	Users risk electric shocks or burns from faulty equipment or installation	<ul style="list-style-type: none"> <li>Fixed installation correctly installed by qualified electrician</li> <li>All repairs carried out by qualified electrician</li> <li>Hall users know they are responsible for any equipment used on site</li> </ul>	<ul style="list-style-type: none"> <li>Portable equipment, e.g. kettles, urn, floor polisher, etc. need to be PAT tested</li> <li>Check safety plugs are in all sockets</li> <li>Check location of fuse box &amp; power supply &amp; include in Hirer's Guide</li> <li>Add electrical testing to Maintenance Checklist</li> </ul>	VF JS JB JS	Immediately June 2014 June 2014 June 2015	<ul style="list-style-type: none"> <li>Complete</li> <li>Ongoing</li> <li>Complete</li> <li>Complete</li> </ul>
Stored equipment	Users could be injured by collapsing stacks	<ul style="list-style-type: none"> <li>Users know that they must stack chairs and tables carefully so that they do not collapse</li> <li>Appropriate storage cupboards provided</li> </ul>	<ul style="list-style-type: none"> <li>No further action</li> </ul>			
Manual handling	Users may suffer back pain if they try to lift objects that are too awkward or heavy	<ul style="list-style-type: none"> <li>There is a trolley available to move tables</li> <li>Make users aware of the correct Manual Handling procedures</li> </ul>	<ul style="list-style-type: none"> <li>Obtain Manual Handling guidelines</li> <li>Offer training to Caretaker &amp; others</li> </ul>	JB JB	End 2014 End 2014	<ul style="list-style-type: none"> <li>Ongoing</li> <li>Ongoing</li> </ul>
Asbestos	General users at very low risk Maintenance workers are most at risk	<ul style="list-style-type: none"> <li>No risk controls at present</li> </ul>	<ul style="list-style-type: none"> <li>Find out if hall contains any asbestos – asbestos report obtained, copy held by Treasurer &amp; Secretary</li> <li>NOTE: Asbestos Report to be updated as part of the refurbishment</li> </ul>	TW TW	June 2014 End 2015	<ul style="list-style-type: none"> <li>Complete</li> <li>Ongoing</li> </ul>
Fire	If trapped, users could suffer fatal injuries from smoke inhalation/burns	<ul style="list-style-type: none"> <li>Fire Safety Risk Assessment to be reviewed by Mark Fisher</li> </ul>	<ul style="list-style-type: none"> <li>Review and issue Fire Safety Risk Assessment</li> </ul>	JS	End 2015	<ul style="list-style-type: none"> <li>Ongoing</li> </ul>

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Lone Working	User, caretaker, maintenance personal, Trustees, etc. – consequences of accident or illness could be fatal	<ul style="list-style-type: none"> <li>• No high risk activities to be undertaken e.g. working at height,</li> <li>• Carry mobile phone</li> </ul>	<ul style="list-style-type: none"> <li>• Add Lone Working section to Health &amp; Safety Policy</li> </ul>	JS	End 2015	<ul style="list-style-type: none"> <li>• Complete</li> </ul>