

Beckley Village Hall

BVH DN9

HSE Risk Assessment

	What are the hazards?	Who might be harmed and how?	What precautions have we taken?	What further action is necessary?	Action by whom?	Action by when?	Recorded done.
1	Slips, trips and falls Eg uneven surface of car park, cleaning floors, wet timber surrounds to car park, etc.	Users of the hall and car park may suffer injuries such as fractures or bruising if they slip, eg on spillages or trip over objects.	• Car park surface maintained to be as even as possible. • Parking spaces for visitors with disabilities available next to hall entrance. • Good lighting in car park and all rooms and corridors in hall. Automatic lighting in key areas • Users know (through hire agreement) to clear up spillages immediately and know where equipment for this is kept. • Mats at entrances to stop rain water being carried in. • Users know (through hire agreement) no storage in corridors. • Users know (through hire agreement) no trailing electrical leads/cables without appropriate covers. • Users know (through hire terms) to avoid walking on timber surrounds to car park.	Add handrail to main entrance steps			Complete - 2023

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2	Work at height Eg changing light bulbs, cleaning windows, putting up decorations etc.	Anyone working at any height could suffer injuries, possibly very serious ones, should they fall.	- Commercial firms should follow their own HSE procedures. Private Hirers are responsible for their own safety when working at height. Reference should be made to the HSE guidance note – see Note 1 below . - Hall committee members and cleaners know how to use the stepladder safely through reference to document in Note 1 below.	None	n/a	n/a	n/a
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3	Vehicle movement	Pedestrians could suffer serious injury if struck by cars entering/leaving car park or moving in it.	- Entrance/exit to car park clearly evident. - Not a large car-park and hence we do not consider necessary to have car controlling marshalls except where there is an overspill car parking on the playing field.. - Car park well lit.	None	n/a	n/a	n/a
4	Hazardous substances Eg cleaning products	The cleaner, and others cleaning, risk skin problems, eg dermatitis and eye damage, from direct contact with cleaning chemicals. Vapour may cause breathing problems.	- Hirers are told they must not use cleaning chemicals other than washing up liquid (supplied by the Hall's cleaners) - All cleaning other than vacuum, brushing and wiping down with clean water shall be undertaken by professional cleaners. - Cleaning products are stored securely and only in the manufacturers containers.	None	n/a	n/a	n/a

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5	Electricity	Users risk electric shocks or burns from faulty equipment or installation.	• Fixed installation correctly installed by qualified electrician, and inspected regularly. • All repairs by qualified electrician. • Safety plugs in sockets are NOT required (latest IET recommendations). • Portable equipment checked for visual signs of damage before use. • Hall users know they are responsible for any equipment used on site and brought on to site. • Instruction on notice-board on how to turn off electricity. • Hire terms required users if portable equipment is considered unsafe to report immediately.	None	n/a	n/a	n/a
6	Stored equipment	Users could be injured by collapsing stacks.	Tables and chairs are stacked on designed racking. Hire agreement requires Hirers to ensure that partially stacked table trolley are secure and that chairs must not be stored more than 25 high. Other storage is in designated cabinets	None	n/a	n/a	n/a
7	Manual handling	Users may suffer back pain if they try to lift	There is no such heavy equipment that requires moving. The hire	None	n/a	n/a	n/a

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		objects that are too heavy or awkward.	terms require tables to be lifted by two or more people.				
8	Asbestos	Staff, and others, carrying out normal activities at very low risk. Asbestos only poses a risk if fibres are released into air and inhaled. Maintenance workers are most at risk.	There is no asbestos in this new Hall.	None	n/a	n/a	n/a
9	Noise	Users of the Hall when over-loud music is played.	Extensive provisions have been considered and discussed with SODC and as of December 2018 we consider that these arrangements are working well.	None	n/a	n/a	n/a
10	Walking into glazing	Users of the Hall who mistake the glazing for an open door.	Transfers fitted at head height (including lower ones for children) on glazing.	None	n/a	n/a	n/a
11	Trip hazard with low brick wall at entrance.	Uses of the Hall who do not see the very low wall, particularly before the landscaping is established and who might trip and fall.	The earth bank behind the wall has been raised to reduce the temporary hazard.	n/a	n/a	N/a	n/a
12	Fire	All who use the Hall.	See separate fire risk assessment	None	n/a	n/a	n/a
13	Professional Work related to ongoing Hall maintenance as described in the	Those who maintain the Hall.	All work described in the CDM Hazard Assessment in Note 2 will be undertaken by third party contractors who will be given a	None	n/a	n/a	n/a

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	CDM Hazard Assessment supplied by the Hall builders on handover in 2017. See Note 2		copy of the document in Note 2.				
14	Protection of children from Kitchen, Storage Room and Plant Room risks.	Any unaccompanied children.	Prohibit children from entering the Plant Room. Prohibit unaccompanied children from entering the Kitchen and , Storage Room Require these doors to be locked when not in us. Fix signs to the Kitchen door stating "Children in the Kitchen Must be Supervised. Door to be kept locked when not in use." " and to the Utility Room door stating "No Children Allowed. Door to be kept locked when not in use." and to the Storage Room stating "No Unaccompanied Children Allowed. Door to be kept locked when not in use." Plastic cups are provided for use by children to avoid the risk of using glass.	None	n/a	n/a	n/a
15	Cuts from broken glass on playing field.	All who use the playing field.	Ban the use of glass drinking vessels other than on hard surfaces.	None			
16	General Minor Accident	All who use hall.	First aid kit supplied in Kitchen.	None	n/a	n/a	n/a

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17	Accident at night if Hall is unlit.	All who might wish to use the Hall or villages/dog walkers etc who may walk through the Hall grounds at night and suffer a trip or other hazard.	Ensure that emergency lighting is kept on during night-time hours other than after midnight when no-one is likely to be out walking and if so should be aware of the need to take extra care. This requires a timer and that has been provided.	None	n/a	n/a	n/a
18	Risk of infectious disease spread	All who use the Hall	Adhere to published government guidance – which is required by our Terms and Conditions.	None	n/a	n/a	n/a
19	Table Tennis and Art Group	Hirer and attendee through misuse and accidental slippage particularly of the elderly and/or disabled.	We have provided robust dismountable tables for use inside the hall and a concrete table outside the hall. We have also provided a first aid kit. The activity should be supervised by a responsible adult.	None	n/a	n/a	n/a
19	Heart attack	All who use the Hall	Fit a defibrillator and provide periodic training in its use.	None	n/a	n/a	Defibrillator fitted and training course for the village arranged in Autumn 2022 and successfully completed

Notes

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- 1 BVH DN9 – A (on website) – separate pdf Health and Safety Executive Guidance Note on the Safe Use of Step Ladders

- 2 BVH DN9 – B (on website) - separate scanned CDM Hazard Assessment (for commercial contractors only as general maintenance and repairs is to be carried out professionally)