

Version No: 4-0

Date: 31 August 2019

Review date: 1 August 2021 or if significant alterations are made within the Village Centre

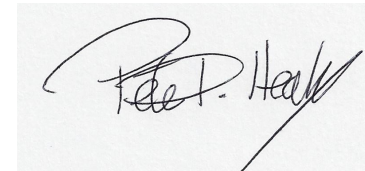
Assessment by: James Cadle (Chairman)

(signature)



Reviewed by: Elaine Birchley (Treasurer) and Peter Healy (Trustee)

(signatures)



Approved by: James Cadle (Chairman)

(signature)

File reference: C:\personal\HG Village Centre\Health & Safety\H&S Risk Assessment 2019 v4-0

Changes in current version:

Incorporates review comments from Committee Members.

Revision history:

<u>Version No</u>	<u>Date</u>	<u>Comments</u>
0.1a (draft)	13/02/2006	First draft
0.1b (draft)	09/09/2009	Second draft
0.1c (draft)	09/09/2009	Third draft
1.0	26/01/2010	First issued version
2.0a (draft)	05/02/2012	Draft of revised version
2.0b (draft)	12/02/2012	Revised draft with added information on latest PAT test
2.0	14/04/2013	Second issued version
3.0a (draft)	25/06/2017	Draft of revised version
3.0	01/07/2017	Third issued version
4.0	31/08/2019	Fourth issued version

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1. Background to the risk assessment

The Officers of the Holmer Green Village Centre regard the health and safety of the Centre's users, employees, suppliers, contractors and the general public as of prime importance. This document assesses the risks to their health and safety posed by the operations of the Centre and prescribes measures to remove, reduce or mitigate these risks.

The risks are categorised into areas and, for each risk, the following information is recorded:

- Description of the risk
- Assessment of its impact in terms of scale of impact (large, moderate or small) and its likelihood of occurrence (high, medium or low).
- Actions proposed or prescribed to remove, reduce or mitigate the risk.
- Current status of the actions and thus of the risk.

2. Risks in the Main Hall

The Main Hall is situated on the Common, Holmer Green.

The following risks/hazards associated with the Main Hall have been noted:

Details of risk/hazard	Assessment		Reduction/mitigation actions	Current status
	Impact	Likelihood		
MH001) Blockage of escape routes.	Large	Low	Hirers to be advised to keep fire exits clear during the use of the Hall.	<ul style="list-style-type: none"> • Notices posted in both halls. • Special notice to hirers issued with 07/17 invoices and downloadable from V/C website.
MH002) Insufficient escape routes.	Large	Low	There are three escape routes from the Hall, one via the main doors, the other via another door on that side of the Hall and the third via the kitchen. These provide sufficient alternative exits to different sides of the building.	No further action required.
MH003) Non-functioning 'panic bars' on emergency doors, resulting in inability to exit the hall in an emergency.	Large	Low	Operation of panic bars regularly checked by caretaker and by Committee Members during visits to the hall.	No further action required.
MH004) Drop step from one fire exit.	Moderate	Low	Notice 'Beware of the step' placed next to fire exit.	No further action required.

MH005) Trip hazard from trailing cables.	Large	Medium	Hirers to be advised to use cable protectors and/or tape down cables to avoid this risk.	Special notice to hirers issued with 07/17 invoices and downloadable from V/C website.
MH006) Use of kitchen facilities. The kitchen of the Main Hall includes a hob and oven plus kettles and other cooking equipment. Misuse of these, or defects with the equipment, could cause hurt to the user.	Large	Low	The kitchen has been re-built and re-equipped in 2008, a new oven was installed in 2017 and the facilities are the subject of regular maintenance inspections. Users of the Hall should be advised of the need to use the equipment properly and only for the purposes for which it has been provided.	Special notice to hirers issued with 07/17 invoices and downloadable from V/C website.
MH007) Danger of falls/hurt arising from accessing higher-level (wall-hung cupboards) in kitchen.	Large	Low	A kick-stool has been provided and notices posted that this should always be used to access high-level cupboards.	No further action required.
MH008) Trip or slip hazards on wooden floor.	Large	Low	The wooden floor is subject to movement but this is kept under regular review and a fund has been established to renew it if its condition deteriorates. The floor was sanded and re-sealed in 2019.	Keep condition of floor under review.

MH009) Hurts resulting from movement of chairs and tables into and out of storage area.	Large	Low	Specially-designed trolleys have been provided for the movement of chairs and tables. Hirers should be advised of the need to use appropriate techniques when lifting and moving equipment.	Special notice to hirers issued with 07/17 invoices and downloadable from V/C website.
MH010) Electric shock from defective electrical equipment.	Large	Low	All electrical equipment is regularly inspected and tested.	Most recent PAT test conducted 28/05/2019.
MH011) Danger from defective chairs and tables.	Large	Low	Condition of chairs and tables are regularly inspected by the Caretaker and any problems reported.	Routinely checked as part of Caretaker's duties.

3. Risks in the Chadwick Hall

The Chadwick Hall is situated on the Common, Holmer Green.

The following risks/hazards associated with the Main Hall have been noted:

Details of risk/hazard	Assessment		Reduction/mitigation actions	Current status
	Impact	Likelihood		
CH001) Blockage of escape routes.	Large	Low	Hirers to be advised to keep fire exits clear during the use of the Hall.	Special notice to hirers issued with 07/17 invoices and downloadable from V/C website.
CH002) Insufficient escape routes.	Large	Low	There are two escape routes from the Hall, one via the main door and the other into the back garden.	No further action required.
CH003) Non-functioning 'panic bars' on emergency doors, resulting in inability to exit the hall in an emergency.	Large	Low	Operation of panic bars regularly checked by caretaker and by Committee Members during visits to the hall.	No further action required.
CH004) Drop step from fire exit.	Moderate	Low	Notice 'Beware of the step' placed next to fire exit.	No further action required.
CH005) Trip hazard from trailing cables.	Large	Medium	Hirers to be advised to use cable protectors and/or tape down cables to avoid this risk.	Special notice to hirers issued with 07/17 invoices and downloadable from V/C website.

CH006) Use of kitchen facilities. The kitchen of the Chadwick Hall includes a hob and oven plus kettles and other cooking equipment. Misuse of these, or defects with the equipment, could cause hurt to the user.	Large	Low	The kitchen facilities are kept under review and equipment is repaired or replaced if defects are found on inspection or reported by hirers. A new cooker was installed in 2019. Users of the Hall should be advised of the need to use the equipment properly and only for the purposes for which it has been provided.	Special notice to hirers issued with 07/17 invoices and downloadable from V/C website.
CH007) Danger of falls/hurt arising from accessing higher-level (wall-hung cupboards) in kitchen.	Large	Low	A kick-stool has been provided and notices posted that this should always be used to access high-level cupboards.	No further action required.
CH008) Trip or slip hazards on floor.	Large	Low	A new floor, with anti-slip properties, was installed in July 2019.	Continue regular inspections of floor.
CH009) Hurts resulting from movement of chairs and tables into and out of storage area. (Mostly, the chairs and tables used in the Chadwick Hall are those stored there but sometimes additional chairs or tables have to be moved from the storage area adjacent to the Main Hall.)	Large	Low	Specially-designed trolleys have been provided for the movement of chairs and tables. Hirers should be advised of the need to use appropriate techniques when lifting and moving equipment.	Special notice to hirers issued with 07/17 invoices and downloadable from V/C website.

CH010) Hurts arising from improperly stacked chairs and/or tables	Large	Medium	Notice posted advising, and showing photographically, how chairs and tables should be stored safely.	No further action required.
CH011) Electric shock from defective electrical equipment.	Large	Low	All electrical equipment is regularly inspected and tested.	Most recent PAT test conducted 28/05/2019.
CH012) Danger from defective chairs and tables.	Large	Low	Condition of chairs and tables regularly inspected by the Caretaker and any problems reported.	Routinely checked as part of Caretaker's duties.

4. Risks in the store rooms, storage cupboard and lofts

The following storage areas are available within the building:

- Store room, between the two Halls, access from the entrance lobby.
- Cleaning materials cupboard, inside the Main Hall
- Chairs/tables storage room (known as the ‘Committee Room’) adjacent to the Main Hall.
- Loft above the store room and the Chadwick Hall, accessed via ladder from within the store room.
- Loft above the Main Hall, accessed via long ladder from within the Main Hall.

There are also outside storage areas, considered separately in section 7.

Details of risk/hazard	Assessment		Reduction/mitigation actions	Current status
	Impact	Likelihood		
SL001) Hurts arising from improperly stacked chairs and/or tables	Large	Medium	Notice posted advising, and showing photographically, how chairs and tables should be stored safely.	No further action required.
SL002) Fire hazard from storage of flammable materials.	Large	Low	Ensure that users recognise fire hazards resulting from the storage of equipment and appoint a fire safety officer to check materials stored safely.	Special notice to hirers issued with 07/17 invoices and downloadable from V/C website.
SL003) Hurt from stored equipment or materials falling onto users.	Large	Low	Ensure that users store equipment and materials safely after each use. Users to be urged to obtain training in storing items above head height.	Checked by users periodically.

SL004) Fire hazard from temporary storage of paint in cleaning materials cupboard.	Large	Low	Only small quantities of paint are stored, for 'touching up' of facilities.	No further action required.
SL005) Accidents caused through gaining access to loft storage areas.	Large	Low	Hirers to be advised to take care when using ladders to gain access to these areas.	Special notice to hirers issued with 07/17 invoices and downloadable from V/C website.

5. Risks in the car park

The Village Centre car park is situation in front of the building, off The Common, Holmer Green

Details of risk/hazard	Assessment		Reduction/mitigation actions	Current status
	Impact	Likelihood		
CP001) Pedestrian risks from manoeuvring vehicles.	Large	Low	Users should be advised to walk along the marked-off right-hand side of the car park and to use traffic marshals if necessary.	Special notice to hirers issued with 07/17 invoices and downloadable from V/C website.
CP002) Slip hazard on wet asphalt surface or during snow and ice.	Large	Low	Users should be advised to take extra care in wet, snowy or icy conditions.	Special notice to hirers issued with 07/17 invoices and downloadable from V/C website.
CP003) Damage to vehicles and contents.	Medium	Low	Put up sign warning that 'Vehicles and their contents are parked at the owners' risk'	Notice posted on front wall of the Centre

6. Risks in the garden

The garden is situated behind the Village Centre and is laid mainly to lawn.

Details of risk/hazard	Assessment		Reduction/mitigation actions	Current status
	Impact	Likelihood		
GD001) Slip hazards on wet grass.	Large	Low	Warn users about the dangers in wet, snowy or icy conditions.	Special notice to hirers issued with 07/17 invoices and downloadable from V/C website.
GD002) Slip hazards on concrete areas.	Large	Low	Warn users about the dangers in wet, snowy or icy conditions.	Special notice to hirers issued with 07/17 invoices and downloadable from V/C website.
GD003) Scratches and bruises from encounters with hedging.	Moderate	Low	Warn users about this possibility.	Special notice to hirers issued with 07/17 invoices and downloadable from V/C website.
GD004) Locked gates precluding egress from the garden in an emergency	Large	Low	Warn users that gates must only be locked when absolutely necessary for the safety of people using the garden and must be left unlocked at all other times.	Special notice to hirers issued with 07/17 invoices and downloadable from V/C website.

GD005) Children vulnerable to ill-disposed persons when playing in the garden	Large	Low	Organisations looking after children in the garden to be allowed to secure the area by locking the gates during outside exercise/play periods.	Special notice to hirers issued with 07/17 invoices and downloadable from V/C website.
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7. Risks in the outside storage areas

At the end of the garden are various storage facilities used by regular users of the Halls, for example by the Holmer Green Village Produce Association and the Holmer Green Players.

Details of risk/hazard	Assessment		Reduction/mitigation actions	Current status
	Impact	Likelihood		
SA001) Storage of flammable materials.	Large	Low	As far as the Committee is aware, no such materials are stored. Users to be told to advise Committee of such storage and to appoint a fire safety officer to oversee correct storage.	Special notice to hirers issued with 07/17 invoices and downloadable from V/C website.
SA002) Storage of dangerous chemicals.	Large	Low	As far as the Committee is aware, no such materials are stored. Users to be told to advise Committee of such storage and to appoint a fire safety officer to oversee correct storage.	Special notice to hirers issued with 07/17 invoices and downloadable from V/C website.
SA003) Movement of materials and equipment into and out of the storage areas.	Moderate	Low	Users to be advised to use appropriate techniques and equipment for such movements.	Special notice to hirers issued with 07/17 invoices and downloadable from V/C website.

8. Risks arising from the use of the Halls by hirers

The Village Centre Halls are used by a wide variety of organisations and individuals. The risks examined here are those that arise from these users.

Details of risk/hazard	Assessment		Reduction/mitigation actions	Current status
	Impact	Likelihood		
US001) Use of incendiary or dangerous materials or techniques within the Halls.	Large	Low	Users to be advised of the need to discuss such usage with the Committee and to take own precautions (including risk assessment) as required.	Special notice to hirers issued with 07/17 invoices and downloadable from V/C website.
US002) Putting the Hall facilities to unusual uses.	Moderate	Low	Booking Secretary to check intended use with hirers and, where necessary, refuse hire or ask for appropriate insurance cover.	Booking Secretary now makes this check.
US003) Cooking in non-kitchen areas of the Halls.	Small	Low	Booking Secretary to check intended use with hirers and, where necessary, refuse hire or ask for appropriate insurance cover.	Booking Secretary now makes this check.
US004) Damage to hearing caused by loud music.	Moderate	Low	Booking Secretary to check intended use with hirers and, where necessary, refuse hire or ask for appropriate insurance cover.	Booking Secretary now makes this check.

9. Risks to employees, suppliers and contractors

The Village Centre employs a part-time caretaker to clean the facilities. In addition, various sub-contractors are used from time to time to carry out maintenance, repair and renewal of the facilities.

Details of risk/hazard	Assessment		Reduction/mitigation actions	Current status
	Impact	Likelihood		
EC001) Danger to public and users of the Halls due to the work of sub-contractors.	Large	Low	Before appointing sub-contractors, check on the levels of skill and also obtain copy of Professional Indemnity Insurance certificate.	Action only required as and when sub-contractors are to be used.
EC002) Dangers to sub-contractors due to their operations.	Large	Low	It is expected that professional tradespeople will carry out their own risk assessments as part of the preparation for any job.	No further action required.

10. Other risks

(None noted at present.)