

HADSTOCK VILLAGE HALL – RISK ASSESSMENT REGISTER - JANUARY 2024

IDENTIFIED HAZARDS	POTENTIAL RISKS	CURRENT MITIGATIONS	ADDITIONAL HIRER ACTIONS
TRIP HAZARDS	Falling due to poor lighting. Wet floors. Steps leaving the stage and entrances to Hall and Patio.	Lighting in main hall, entrance, lobby by gents and ladies toilets and store room. Emergency lighting in main hall. Car park and external lighting motion activated. Non-slip mats by entrances Mops, brushes and rubber gloves provided for spills. Warning notice for slippery entrance steps.	Ensure spills cleared up promptly. Review any trip hazards introduced for event.
STOREROOM MANAGEMENT, MANUAL HANDLING	Stored equipment – users injured by collapsing stacks – Manual handling - may suffer back pain if trying to lift objects .	Transporter provided for moving stacked chairs. Users informed that they must stack tables and chairs carefully so they do not collapse -Notices advising maximum stack of 6 chairs. Covered in T&Cs Lightweight tables stored in rack. Wooden tables and trestles to be stacked with securing straps to prevent accidental collapse.	Ensure that persons moving furniture are capable and competent to undertake the task.
HAZARDOUS SUBSTANCES	Ingesting cleaning fluids. Risk of skin / breathing problems from cleaning chemicals, vapour.	Cleaning products kept in secure cupboard on utility room. Door with lock. Cleaner brings own cleaning products. Mops, brushes and rubber gloves provided for spills. Child lock on cupboard below sink (dish wash tablets storage)	Ensure any cleaning products used are managed to prevent accidental ingestion or spillage. If taken from Village Hall supplies these are returned and locked away.
WORKING AT HEIGHT	May suffer injury should they fall when changing light bulbs, cleaning windows, putting up decorations –	Long step ladder securely stored in store room and available for use. Hirers advised in T&Cs of their responsibility for safe, supervised usage. (Revised Jan 24) Committee members must work in pairs.	

ELECTRICAL CIRCUITS AND APPLIANCE FAILURES	Shocks, burns or electrocution from faulty electrical wiring and village hall equipment.	Fixed installation correctly installed by qualified electrician and checked regularly. Repairs only by qualified electrician. Portable equipment owned by the VH checked for signs of damage and PAT tested by qualified electrician and covered by certificate. Fuse box details in T&Cs (JAN 24)	
HIRER MOBILE ELECTRICAL EQUIPMENT FAULTY	Risk of short circuit, fire or electrocution.	Hall users aware that they are responsible for ensuring that any equipment they bring into the hall must have a PAT certificate in accordance with T&Cs.	Hirers to visual inspect electrical equipment for signs of damage and isolate if damaged.
VEHICLE MOVEMENT AROUND THE HALL	Pedestrians struck by car entering or leaving car park. Damage to fabric of building by vehicles.	Entrance clearly marked. Parking area well lit. 20mph speed limit on church path. Disabled parking space outside disabled entrance.	Users to be advised parking is at their own risk and hirers should consider when they need to control parking.
FIRE, ACCIDENT OR MEDICAL EMERGENCY	Any incident resulting in need for medical attention or emergency services. Trapped users could suffer fatal injuries from smoke inhalation or burns .	Fire extinguishers checked annually. Three fire exits clearly marked and signs operate also on emergency lighting. First Aid box stored in the kitchen. Details for contacting emergency services and Hall location details in entrance lobby. Three-word code: BUCKS MERMAID QUACK Defibrillator in the Telephone booth on the Green. High quality 4G phone signal available in the hall.	Working Mobile phone needed for contact. Hirer to nominate emergency phone holder.
INADEQUATE EVACUATION ROUTES	Users unsure how to leave building quickly	Emergency lighting in main hall and at emergency exits.	Hirer to unlock exits at start of hire (and lock at the end) and ensure pathways not obstructed. Large parties to be advised of location of exits and asked to gather at the Church entrance to check no one is left behind.

