

HADSTOCK VILLAGE HALL – RISK ASSESSMENT DOCUMENT for VHC FOR VHC MEMBERS AND VOLUNTEERS. 24.9.24

HAZARDS	POTENTIAL RISK	ACTION TAKEN	FUTHER ACTION NEEDED & DATE
TRIP HAZARDS	Falling due to poor lighting wet floors stairs leaving the stage	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.	Coir mat at front door replaced Jan 24 with non-slip version. Safety notices re slipping displayed.
STOREROOM	Stored equipment – users injured by collapsing stacks – Manual handling - may suffer back pain of trying to lift objects	Transporter provided moving stacked chairs. Users know 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 stacked and trestles secured.	Notices and photographs added. October 2024
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) Rack for hanging brushes. Feb 24 Small supply of dishwasher tablets stored in sealed container on kitchen windowsill.	
WORKING AT HEIGHT	May suffer injury should they fall when changing light bulbs, cleaning windows, putting up decorations –	Wooden stepladder replaced by stable metal version. Hirers advised in T&Cs of their responsibility for safe, supervised usage. (Revised Jan 24) Committee members should work in pairs. Long step ladder removed. Picture rails added for bunting and decorations.	
ELECTRICITY	shocks or burns from faulty equipment	Fixed installation correctly installed by qualified electrician and checked regularly. Repairs by qualified electrician. Fuse box details in T&Cs (JAN 24)	Operating instructions for oven, microwave, hob, dishwasher, urns and hostess trolley in folder in the kitchen,

ELECTRICAL EQUIPMENT	Appliances brought into the hall cause short circuits or fire.	Portable equipment owned by the VH checked for signs of damage and PAT tested by qualified electrician and covered by certificate. Hall users aware that they are responsible for ensuring that any equipment they bring into the hall must have a PAT certificate. [T&Cs]	
VEHICLE MOVEMENT	Struck by car entering or leaving car park-	Entrance clearly marked. Parking area well lit. 20mph speed limit on church path. Users advised parking is at their own risk and that they should consider when they need to control parking. (T&Cs updated Jan 24)	
FIRE, ACCIDENT OR 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. Working Mobile phone needed for contact.	Continue annual equipment check – contacted by operator. T&Cs updated Jan 24 Hirer to nominate phone holder.
EVACUATION	Users unsure how to leave building quickly	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.	T&Cs updated Jan 24