

The Brunton Memorial Hall Generic Risk Assessment

Assessment Ref: Site - 23/001

Date completed: 08.03.2023

Assessor: AW

Review date: 08.03.2024

What are the hazards?	Who might be harmed and how?	What are you already doing?	Risk Rating (LxS=R)	What further action is necessary? (Additional controls)	Action by who?	Action by when?	Status
<p>Slips, trips and falls Eg uneven surface of car park, cleaning floors, drain covers etc.</p>	<p>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.</p>	<ul style="list-style-type: none"> ■ 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. ■ 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. ■ No storage in corridors ■ Drain covers secured. ■ Crawler board areas of roof identified and access to roof space strictly controlled via keys. ■ Signs and notices posted. ■ No trailing electrical leads/cables. ■ Keep kitchen free from clutter. ■ Personal supervision of elderly / vulnerable up paths or steps ■ Emergency access routes clear of obstructions, operable and maintained. ■ Essential paths and roads included in ice and snow clearance plans. 	8	<ul style="list-style-type: none"> ■ Surface to be inspected regularly and repaired as necessary. ■ Check that hall cleaner knows which products to use on which type of floor. ■ Salt / grit bin to be purchased and placed in the car park for use. 	<p>Hall Caretaker</p> <p>Hall Caretaker</p> <p>Hall Chairman</p>	<p>Inspect every 3 months</p> <p>Dec 2022</p> <p>Dec 2022</p>	

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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.	<ul style="list-style-type: none"> ■ Appropriate, commercial stepladder securely stored and available for use. ■ Hall users know (through hire agreement) that they are responsible for using the stepladder safely. ■ Hall committee members and cleaner know how to use the stepladder safely. 	6	<ul style="list-style-type: none"> ■ Print copies of HSE guidance on safe use of stepladders and make available to those who may use stepladder. ■ Put in place system for checking condition of stepladder. ■ Consider implications for work at height of any future alterations to the hall. 	Hall Committee	Dec 2022	
Vehicle movement	Pedestrians could suffer serious injury if struck by cars entering/leaving car park or moving in it.	<ul style="list-style-type: none"> ■ Entrance/exit to car park clearly marked. ■ For large events, parking controlled by marshals wearing high-visibility vests. ■ Car park well lit. ■ Skip/recycling collection takes place at times when hall not in use. ■ Emergency access routes clear of obstructions, operable and maintained. ■ Essential paths and roads included in ice and snow clearance plans. ■ Speed limit imposed in car park of 5mph. 	9	<ul style="list-style-type: none"> ■ Apply 5 mph speed limit in car park and put up signs. ■ Advise users of hall, through hire agreement, to consider whether they need to control car parking. 	Hall Caretaker Hall Chairman	Dec 22 Dec 22	
Electricity	Users risk electric shocks or burns from faulty equipment or installation.	<ul style="list-style-type: none"> ■ Fixed installation correctly installed by qualified electrician, and inspected regularly. ■ All repairs by qualified electrician. ■ Safety plugs in sockets. ■ Portable equipment checked for visual signs of damage before use. ■ Hall users know they are responsible for any equipment used on site. 	5	<ul style="list-style-type: none"> ■ Make sure hall users know where the fuse box is and how to switch supply off in an emergency. ■ Remind users that portable equipment considered unsafe should be marked and taken out of use. 	Hall Caretaker Hall Chairman	Dec 22 Dec 22	

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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.	<ul style="list-style-type: none"> ■ Mops, brushes and strong rubber gloves provided. ■ All hazardous substances to be kept to a minimum and used following Safety Data Sheet advice. ■ Any recommended PPE to be worn. ■ Cleaning products marked 'irritant' replaced with milder alternatives. ■ Cleaner trained to use products safely, eg follow instructions on the label, dilute properly and never transfer to an unmarked container. ■ Cleaning products stored securely in a lockable cupboard or store and only used by authorised personnel. ■ COSHH assessments available and arrangements in place to maintain and review assessments. 	6	<ul style="list-style-type: none"> ■ Cleaner reminded to check for dry, red or itchy skin on hands and, if finding any, to go to doctors for advice and to tell the secretary to the management committee. 	Hall Caretaker	Dec 22	
Stored equipment (Falling items and injuries from items falling from storage cupboards)	Users could be injured by collapsing stacks.	<ul style="list-style-type: none"> ■ Users know that they must stack tables and chairs carefully so that they do not collapse. ■ Shelves and any racking maintained safely. ■ Do not stack chairs more than 5 high. ■ Items stored appropriately and in stable way and not too high. ■ Hall caretaker to monitor the situation regularly. 	6	<ul style="list-style-type: none"> ■ No further action needed. 			

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Manual handling (injuries from moving or lifting chairs / tables/. Kitchen equipment etc)	Users may suffer back pain if they try to lift objects that are too heavy or awkward.	<ul style="list-style-type: none"> ■ Trolleys available to move heavy equipment and users know where they are kept. ■ Do not stack chairs more than 5 high. ■ Adopt recommended safe lifting / manual handling techniques. ■ Items stored appropriately and in stable way and not too high. ■ Hall caretaker to monitor the situation regularly. 	6	<ul style="list-style-type: none"> ■ No further action needed 			
Fire	If trapped, staff could suffer fatal injuries from smoke inhalation/burns / death	<ul style="list-style-type: none"> ■ Fire risk assessment done. ■ Fire wardens established. ■ Alarms, sprinklers in place and maintained, ■ Secure storage of flammable materials. ■ Extinguishers serviceable, available and maintained and deployed in the building. ■ All fire safety equipment regularly checked and certified including safety blanket in kitchen. ■ Housekeeping maintained to prevent flammable/combustible materials accumulating. ■ Fire procedure notices displayed in appropriate locations. ■ Hirers made aware of Fire procedures in Hiring Agreement. ■ No smoking allowed in the building or within the pathways around the building. ■ All fire exits clearly marked, and accessible when Hall in use and kept free from obstructions. 	4	<ul style="list-style-type: none"> ■ Ensure the actions identified as necessary by the fire risk assessment are done. 	Hall Chairman	Dec 22	

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Gas	Death, serious injury to staff, volunteers and users of the Hall and surrounding area	<ul style="list-style-type: none"> ■ Effective shut off method whereabouts known and available. ■ Underground pipe runs recorded or known. ■ Only trained Gas certified engineer to maintain the boiler in the kitchen. ■ Inspection and maintenance of gas boiler in place. ■ Liaison with Gas Authority maintained. ■ Alarms, sprinklers in place and maintained, ■ Signs & Notices posted. 	4	<ul style="list-style-type: none"> ■ No further action needed 			
Water	Minor injury, environmental problem	<ul style="list-style-type: none"> ■ Underground pipe runs recorded. ■ Stop cock and shut off valve known location. ■ Inspection/maintenance procedure in place. ■ Outside tap secured to avoid mis-use with padlock ■ Signs and notices posted. 	4	<ul style="list-style-type: none"> ■ No further action needed 			
Confined space (loft space)	Death, serious injury to those accessing loft space	<ul style="list-style-type: none"> ■ Unauthorised entry prevented by locked loft hatch and key holders access only. ■ No working from height without assistance. 	4	<ul style="list-style-type: none"> ■ No further action needed 			
Biological (eg Legionella)	Death, serious injury to hall users	<ul style="list-style-type: none"> ■ COSHH assessments available and arrangements in place to maintain and review assessments. ■ Awareness of Legionella ■ Signs and notices posted. 	5	<ul style="list-style-type: none"> ■ No further action needed 			

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Emergencies	Death, serious injury to hall users	<ul style="list-style-type: none"> ■ Emergency plan & procedures devised and tested. ■ Assembly points ■ Emergency exits indicated and emergency lighting operable. ■ Signs and notices posted. 	5	<ul style="list-style-type: none"> ■ No further action needed 			
Site security	Death, serious injury	<ul style="list-style-type: none"> ■ All hall doors and windows locked after use. ■ Designated key holders. ■ Reporting system for any issues in and around the village hall related to vandalism. ■ Outside lights installed. 	5	<ul style="list-style-type: none"> ■ CCTV cameras to be installed ■ Burglar alarm review ■ Barrier for car park 	Hall Committee		
Use of the kitchen facilities and illness from preparing, cooking or eating food	All	<ul style="list-style-type: none"> ■ In house cooking supervised by Food Hygiene certificate holder ■ Hirers reminded of food hygiene basics 	4	<ul style="list-style-type: none"> ■ No further action needed 			
Lone working	Cleaner / Caretaker / Hall user	<ul style="list-style-type: none"> ■ Minimise where possible. ■ Carry mobile phone. ■ Hall caretaker to be aware of access and by whom at all times and safety checks to be in place if lone hire or lone worker with buddy system 	4	<ul style="list-style-type: none"> ■ No further action needed 			
Injury from scalding, burning, electrocution, use of kitchen equipment like kettles, oven etc	All kitchen users	<ul style="list-style-type: none"> ■ Observe kitchen protocols included within the Hire Agreement. ■ Keep kitchen free from clutter. ■ Mop up any spills immediately. ■ In house cooking supervised by Food Hygiene certificate holder ■ Hirers reminded of food hygiene basics. ■ No children in the kitchen at any time. 	5	<ul style="list-style-type: none"> ■ No further action needed 			

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Covid		<ul style="list-style-type: none"> ■ Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by cleaners. ■ Good standard of cleanliness to be observed at all times throughout the hall facilities with regular cleaning occurring and maintenance checks in place. ■ Identify pinch points and busy areas. Consider marking out 2 metre spacing in entrance and create a one way system, and provide signage if necessary. ■ Follow any government guidelines around social distances. ■ Hand sanitiser to be provided in the hall ■ Bins to be emptied daily. ■ Ensure hirers understand the limit on group sizes if an outbreak occurs and to convey to those attending the need to avoid mingling between groups and adjust hire conditions to cover this. 	10	<ul style="list-style-type: none"> ■ No further action needed 			

		LIKELIHOOD				
		Very unlikely / Improbable It is almost inconceivable. Near certain it couldn't happen	Unlikely / remote It might happen but the circumstances would have to be very unusual	Possible It is conceivable it could happen You wouldn't be totally surprised	Probable Not definite but if it did not happen you would be surprised.	Certain / Likely It will happen it could be soon
SEVERITY		1	2	3	4	5
Insignificant Just a knock or a nick, No lasting injury	1	1	2	3	4	5
Minor A bruise or cut, not serious but a bit painful.	2	2	4	6	8	10
Serious Severe wound, broken bones etc. that necessitates hospitalisation but will eventually heal.	3	3	6	9	12	15
Major A lasting injury or disease, which is debilitating.	4	4	8	12	16	20
Death Fatal injury or disease.	5	5*	10	15	20	25

*Marked as medium due to high severity rating

KEY:	Low Risk	Medium Risk	High Risk
Risk Level	Tolerability Level	Actions Required	
17-25 High	Intolerable Risk	Do not start work or immediately stop	
9-16 Medium	Tolerable Risk	Harmful consequences, may require further controls. Monitor to ensure controls are maintained	
1-8 Low	Acceptable Risk	No action required, no further controls	