



HEALTH AND SAFETY RISK ASSESSMENT FOR HUGHENDEN VALLEY VILLAGE HALL

This Risk Assessment has been completed by RDS Phayre BA SpDipEM Associate Member IOSH on 29th July 2015. It has been completed at the invitation from Mr Dylan Jones.

This Risk Assessment covers the two parts of the Village Hall, the main and small Halls. It does not include the shop, coffee room, playground, nor the Football Club (less one recommendation relevant to the responsibilities of the Management Committee described below under "Legionella").

MAIN RECOMMENDATIONS

- One of the greatest risks identified was working at height, and particularly working at height to access to the electrical systems and lamps fixed to the roof beams inside the Halls. If ladders are to be used, they should be used in accordance with the HSE "Safe use of ladders and stepladders", example provided. However, a scaffold tower would be a less risk alternative for accessing the equipment on the beams.
- Instruct the caretaker as to how to inspect and use ladders. Institute an inspection regime for ladders, and regular tool box talks.
- Produce Hall Standing Orders (or similar titled document), to include:
 - Regular inspections of car park and running tracks or paths in the parkland for potholes. Inspections to be recorded. Potholes to be made safe.
 - Institute a regular inspection regime for lighting, including emergency lighting, slips, trips and fall hazards, blockage of escape routes, faulty electrical equipment, cleanliness, especially of kitchen surfaces, first aid boxes, electrical outlets, damage to structures etc, etc. (See example inspection check lists provided).
 - Regularly inspect ladders and institute ladder tags recording the inspections.
- Repair the broken emergency exit lighting exit signs, and the electric socket at the rear of the stage.
- All training to be recorded. Trainees to sign to indicate they have received the training and understood it.
- It is recommended that the Village Hall Committee advise the Football Club to cut off the water supply to the showers – but in such a way that no dead legs are caused, in order to reduce the risk of Legionella.
- Review fire risk assessment annually.
- Consider how best to maintain a clear line of sight to the right of the vehicle exit – as this becomes overgrown at times.
- There should be separate mops, gloves, clothes for each cleaning task – i.e. one set of cloths for kitchen surfaces and one for cleaning toilets. To be included in the Standing Orders.
- COSHH Assessments and Safety data sheets for each substance to be provided in the Garage.
- Centralise all irritant substances and store in a locked cupboard. Even better, use substances that are not irritants.
- Recommend installation of eye wash in garage.

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Charity Registered in England. Charity Number: 300282 Registered Office: Coombe Lane, High Wycombe

Also trustees for the King George V Fields, Hughenden, Charity number 1084121

- Users need to know the location of all fuse boxes (i.e. electrical cut offs / isolation switches) – including those under the stage and in the kitchen.
- Review access to gas meter and the gas cut off valve at entrance to the car park. Make sure Committee and Caretaker know how to access gas cut off valve.
- Inspect the fixed wiring system if more than 5 years since last inspection.
- Inspect the kitchen fuse box – that is now out of date.
- The Caretaker requires instruction so that electrical equipment is inspected, taken out of use if damaged, and labelled so that it is not used.
- The standing orders should describe what electrical work the caretaker can and cannot undertake.
- Check compliance with the Gas Regulations – for inspection, maintenance and repair.
- It is advised that the Ranger formally inspects trees to assess the potential for falling branches in the parklands.
- Put up signs indicating that crawl boards are required when working on the roofs of all buildings. Insert this requirement into the standing orders and contractor briefings.
- Inspect the coiled wire below roof eaves at north east corner of building above main entrance.
- It is understood that the football club serves hot bacon and sausage rolls during the season. Such food provision may be deemed to meet “continuity of activity”. It is therefore recommended that the Village Hall approach the Local Authority food safety officers with a view to registering the activity.

Signed:

A handwritten signature in black ink, appearing to read "Robin Haase".

6th August 2015

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HAZARDS	WHO MIGHT BE HARMED AND HOW?	Risk	Severity	WHAT IS BEING DONE TO AMELIORATE THE RISK - MITIGATION?	WHAT FURTHER NEEDS TO BE DONE?	ACTION BY WHOM?	ACTION BY WHEN?	STATUS?
		L/M/H	L/M/H					
Slips, Trips and Falls	Those attending the Halls as users and those carrying out maintenance	L	H	Car park surfaces? Car park surfaces are in good order. The speed bumps that caused some falls have recently been removed.	There are some small potholes that need to be monitored in order to prevent them becoming trip hazards. This check should be added to the regular inspections.	Committee	Regularly	
				Good lighting externally and internally? <ul style="list-style-type: none"> There appears to be very good lighting in the car park. Overhead lamps were observed that could illuminate the car park – though these have not been observed at night. The internal lighting in all parts of both Halls also appears to be adequate, including the corridors leading to the rear of the main hall – again not observed at night. There were to Emergency Exit signs not working on the day of the assessment. 	It is recommended that a lighting check is completed as part of the regular checks / walk rounds. Repair emergency exit lighting.	Committee	Regularly	
				Mats at doors to prevent water entering building? There is a large mat at the main entrance to the building that could absorb water.	<ul style="list-style-type: none"> There is a small mat at the rear door to the main hall that may not be adequate if many people enter through this door. The adequacy of the 			

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					mat should be checked – depends on use. <ul style="list-style-type: none"> There is no mat at the side door into the main hall. There is a small mat at the entrance to the small hall. 			
				Who clears spillages and when? Should be users at time of spillage.	The responsibility to clear spillages in the Halls as quickly as possible or at least to be clearly identified to warn others, should be described in the terms of hire and Hall Standing orders.	User	At time of use	
				Facilities for disabled next to Hall? There are adequate parking spaces for disabled users at each Hall.				
				No storage in corridors etc? Corridors were observed as clear. All escape routes were clear on the date of the assessment.	Keep all emergency exit routes clear.	User	At time of use	
				No trailing electrical cables? No trailing cables that could be trip hazards were observed	. Regularly inspect for training cables.	Committee		
				Roof requiring crawl boards? It was intimated that the roof was fragile.	Put up signs advising that crawl boards are required for work on the roof. Incorporate requirement into standing orders.			
Working at height.		H	H	Terms of hiring the Hall should state that it is the duty of the hirer to	Amend conditions of hire.			

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<p>Putting up lights, decorations, repairing facilities and fixed installations, including electrical installations.</p> <p>Working on roofs.</p> <p>Preventing illegal entry onto roofs</p> <p>The Hall has electrical systems, lamps and spotlights and brackets fixed to the roof beams.</p>	<p>Anyone working at height.</p>			<p>complete their own risk assessments for working at height.</p>				
				<p>Ladders in good order? Three ladders were observed – two in the garage and one elsewhere. In addition there was one broken ladder observed outside the garage This should disposed of asp and in the meantime marked with a “do not use” sign.</p>	<p>It is recommended that the Hall Standing Orders should include instructions that ladders are to be regularly inspected, and inspections recorded on “Ladder Tags” – usually every 3 to 6 months.</p>			
				<p>Inspection tags – none present</p>	<p>The user should inspect the ladder prior to each use.</p> <p>Users of ladders should be trained with a Tool Box Talk at least annually. Training to be signed off by user to say he/she attended <u>and understood the instruction.</u></p>			
				<p>Those using them have been trained to inspect and use? No</p>	<p>Give training – Tool Box Talk example provided.</p>			
				<p>Roof requiring crawl boards? It was intimated that the roof was fragile.</p>	<p>Put up signs advising that crawl boards are required for work on the roof. Incorporate requirement into standing orders.</p>			
				<p>Children getting onto Hall and garage roofs. It was intimated that children have been known to get onto the hall and garage roofs</p>	<p>Methods of preventing access onto the roofs were examined. Short of putting wire round the top of the roofs, there did not appear to be a simple preventative method. Advised to place warning signs on walls.</p>			

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Legionella	Those taking showers or using a hose, drinking fountain etc	L	M	<p>There are no showers, drinking fountains or wash down points that may cause water spray on site.</p> <p>However, there are showers in the Football Hall that are apparently not used any more. Though these are not the direct responsibility of the Village Hall Committee, the Club is leased from the Committee and there is a degree of responsibility.</p>	<p>It is recommended that the Village Hall Committee advise the Football Club to cut off the water supply to the showers – but in such a way that no dead legs are caused.</p>	Committee	As soon as possible – prior to football season commencing	
Fire	Smoke inhalation, burns if trapped, and eath.	M	H	<p>Fire risk assessment completed and reviewed annually?</p> <p>A Fire Risk Assessment was completed on the 29th August 2015, at the same time as the Risk Assessment</p>	<p>The Fire Risk Assessment should be reviewed annually.</p>			
Vehicle movement	<p>Pedestrians in car park, or walking near entrance or exits may be hit by cars or other vehicles causing cuts, bruises, strains, broken limbs or death.</p> <p>Children may run from the</p>	L	H	<p>Car park well lit? The car park is well lit.</p>				
				<p>Speed limits signed? There are no speed limit signs</p>	<p>Committee may wish to consider whether speed limit signs are required.</p>			
				<p>Entrance / exits clearly marked? The entrances and exits in the building are clearly marked. The entrance and exit signs from the car park are not.</p>	<p>Committee may wish to consider whether the entrance and exit should be clearly indicated.</p>			

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	Hall into the road.				<p>Consider marking the entrance and exits for cars and pedestrians.</p> <p>Consider separating traffic at the vehicle entrance with white lines, and a "Stop" line.</p> <p>Consider how best to maintain a clear line of sight to the right of the vehicle exit – as this becomes overgrown at times.</p>			
				Stop and look signs?	It is recommended that the bench outside the grounds on the path leading to the road, be replaced as soon as possible in order to prevent or slow children running from the Hall, and inadvertently going onto the road.			
				Control by Marshalls for large events? Yes – the Auditor was informed that car park marshals are present for large events.	To be included the standing orders for the Village Hall.			
				Skip / recycling lorries enter when Halls are not being used – or marshals present	The Committee may wish to consider waste collection lorries coming at certain specified times, in order to minimise the risk to pedestrians, particularly children.			
				Other cars using the Hall Car Park.	There are cars parked in the car park whose drivers are not using the Hall. That could			

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					mean congestion and overcrowding for legitimate users and increase the risk of an accident. The Committee may wish to take a view on this and take measures to discourage drivers who park their cars there for other purposes.			
Asbestos	If present, maintenance workers are at risk	N/A	N/A	There is no asbestos on site to the knowledge of the Committee.				
Hazardous substances	Cleaners, others using cleaning substances risk contact with substances causing dermatitis, burns, eye damage, irritation etc. Vapour inhalation may cause breathing problems	L	H	Mops, brushes, gloves provided? Yes	There should be separate mops, gloves, clothes for each task – i.e. one set of cloths for kitchen surfaces and one for cleaning toilets. To be included in the Standing Orders.			
				Proper marking of substances? Yes. Substances are clearly marked as irritants etc.	<ul style="list-style-type: none"> Centralise all irritant substances and maintain in locked cupboard. Substitute irritants with no irritant substances. To be included in the Standing Orders. 			
				Users trained to use properly – i.e. follow instructions on the labels	To be included in the Standing Orders.			
				Never transfer to unmarked containers	To be included in the Standing Orders.			

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				COSHH Assessments and Safety Data Sheets? Not seen – though they apparently exist.	COSHH Assessments and Safety data sheets for each substance to be provided in the Garage. The purpose being that should there be an accident or unintended spill, inhalation or ingestion, the correct procedures can be followed.			
				Cleaners trained to look for dry, red or itchy skin and report if present. No	To be included in the Standing Orders.			
				Eye wash facilities present? No	Recommend installation of eye wash in garage.			
Electricity	Risk of shock / burns from faulty equipment to Caretaker, cleaner And users of the Hall.	M	H	Do users know how to turn off supply if there is a problem? No – instruction required – with map and diagram.	Instruction for users required – with map and diagram, and include in the Standing Orders Users need to know the location of all fuse boxes – including those under the stage and in the kitchen. N.B. The fuse box in the kitchen, showing records of inspection indicates that the inspection is overdue as the previous one was in 2013, and it should be completed annually.			

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				<p>Fixed installations installed by properly qualified electricians?</p> <p>Yes. However, see next column.</p>	<p>It is recommended that the Committee needs to:</p> <ul style="list-style-type: none"> • Give clear instructions as to what the caretaker can and cannot do to electrical installations. • Ensure that only properly qualified electricians can install electrical installations and equipment. 			
				<p>Installations regularly inspected?</p>	<p>Fixed electrical installations require periodic inspections every 5 years. To be included in the Standing Orders.</p>			
				<p>PAT testing for portable appliances? Yes – most of the equipment seen was PAT Tested. However, there was a Henry that did not have a PAT Label on it.</p>	<p>PAT Testing is completed every year – but see the HSE document HSG 107 “Maintaining Portable Electrical Equipment”.</p> <p>The Henry in the cupboard requires PAT Test – unless it is under 1 year old.</p>			
				<p>Damaged or unsafe equipment to be marked and taken out of use? Yes – but the Caretaker requires instruction so that it is inspected, taken out of use if damaged, and labelled so that it is not used.</p>	<p>The Caretaker requires instruction so that electrical equipment is inspected, taken out of use if damaged, and labelled so that it is not used. To be included in the Standing Orders.</p>			

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				Users look for damage prior to use – e.g. cleaners?	The caretaker and anyone else using equipment provided by the Hall has instructions to look for damage (I.e. frayed or cut cables, cracked plugs or sockets, cracked casing of equipment) prior to use.			
				Hall users told to be responsible for all equipment brought onto site? No	Users to be told that they are responsible for the safety and safe use of equipment they bring onto site.			
				Do users know where fuse box is? No – currently there is no instruction.	Users should be given sufficient information about the fuse boxes so that power can be turned off in an emergency, such as an electrocution. To be included in the Standing Orders.			
				There is a broken electrical socket at the rear of the stage, marked with yellow and black tape.	Repair socket.			
Stored equipment	Users can be injured by falling objects stored at height. Equipment can cause users to be blocked exiting Halls in emergency	M	M	Stored equipment not to block exits or entrances?				
				No. Stored equipment was observed to be neat and tidy and did not block corridors, entrance or exits.				
				Chairs and tables to be stacked to minimise the risk of collapse?				
				Yes. The rule is that chairs should not be stacked more than 8 high.	To be included in the Standing Orders.			
				Stored equipment to be kept at reasonable height, especially heavy equipment.				

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				No heavy equipment was observed stored at height.				
Manual handling	Users may cause injury to back or muscles if try to move equipment that is heavy or awkward.	L	H	Some training may be required to move awkward equipment? Gloves and boots with toe protection to be provided? Provide trolleys or wheeled lifting gear to move awkward equipment? – Yes – trolleys available in the garage.	The caretaker and possibly cleaner should be given some instruction on manual handling. If the caretaker or anyone else is required to move heavy equipment, then armoured boots and non-slip gloves should be provided,			
Food contamination - Catering	Those attending the Hall functions where food is provided.	L	M	If there is “a certain continuity of Activities” (i.e. more than once a month), and a “certain degree of organisation” (i.e. the provision of hot foods requiring temperature control), and there are vulnerable consumers (i.e. elderly, infants under 5 years, expectant mothers, chronically ill persons) the supplier(s) may have to register. Depends also on the nature of the event.	See the FSA “Community and charity food provision – guidance on the application of EU Law dated 31 July 2013.			
Gas	Users may inhale gas, or cause an explosion that would cause injury or even death.	M	H	The Committee is responsible for the maintenance and repair of flues, appliances and pipework provided for your users use by a Gas Safe Registered Engineer. Although there is no prescribed timeframe for these duties, good practice would be the demonstration of regular, annual	Check compliance with the Regulations			

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				<p>maintenance checks and subsequent repairs.</p> <p>You are also responsible for ensuring an annual gas safety check is carried out within 12 months of the installation of a new appliance or flue which you provide and annually thereafter by a Gas Safe Registered engineer. You must keep a record of the safety check for 2 years.</p>				
Lone working	The Janitor and / or Cleaner may work alone and may be injured whilst at work, either through slipping or falling, becoming ill or by vandals entering the Hall or park.	L	H	There is a Lone Working Policy in place that covers the safe working arrangements for lone working.	Ensure Lone Workers are briefed on the safe working arrangements and that Lone Workers sign to say they have been trained and they understand the arrangements.			
Falling trees or branches	The Conservation Group, member of the public, may be hit by falling branches.	M	H	The Conservation Group apparently includes a trained ranger.	<p>It is advised that the Ranger formally inspects trees to assess the potential for falling branches in the parklands.</p> <p>Inspections should be recorded.</p> <p>Recommendations and remedial actions should be recorded.</p>			

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Poisonous plants – such as Giant Hogweed	The Conservation Team and users of the parkland near the football pitches	M	H	Look for Giant Hogweed and remove.	The Wildlife and Countryside Act 1981 (as amended) lists it on Schedule 9, Section 14 meaning it is an offence to cause giant hogweed to grow in the wild in England and Wales. The Conservation Group may be able to identify Giant Hogweed and take appropriate action.			

Key:

L = Low

M = Medium

H = High