


Risk Assessment

This is the statement of general policy and arrangements for:		Barton under Needwood Village Hall
Chairman, Village Hall Management Committee (VHMC)		has overall and final responsibility for health and safety
Building Manager / Booking clerk		have day-to-day responsibility for ensuring this policy is put into practice
Signed: * (Chairman VHMC)		Dated: 05.04.2024
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health (physical and mental) by managing the health and safety risks in the workplace	Chairman VHMC	Ensure that risk assessments are updated annually.
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Chairman VHMC	Ensure all employees are aware of the health and safety policies of the VHMC Liaise with the village hall booking clerk and Building Manager to ensure the hall is maintained as a safe space for users and ensure all hirers are made aware of the hall policies
Engage and consult with employees on day-to-day health and safety conditions	Chairman/Building Manager	Reports back to Chairman VHMC
Implement emergency procedures – evacuation in case of fire or other significant incident.	Building Manager	Ensure all fire doors are kept clear and in good condition Ensure all fire and electrical safety certificates are kept up to date Carry out fire drill and practice drill at least once per year.
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Building Manager	Ensure that the hall and equipment is maintained in a safe working condition. Safety checks and PAT testing is carried out at regular intervals and records kept by Building Manager

Health and Safety law poster is displayed at (location)	On the main notice board in the foyer
First-aid box is located:	In the main kitchen and ground floor stores
Accident book is located:	In the main kitchen.

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages.	General good housekeeping is carried out. All areas well lit, including stairs. No trailing leads or cables. Inspections carried out twice daily.	Good housekeeping in all areas needed, eg on spills.	All staff	Ongoing	
		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 main thoroughfare. Deliveries stored appropriately as soon as possible	Check that hirers know where equipment is. Maintain mats in good condition to avoid edges becoming a trip hazard	Building Manager	Ongoing	
		All steps and stairs marked with hazard markings	Warning tape will need renewing as it becomes worn and less clear	Building Manager	January 2021	
		Accident book provided to log any incidents	Accidents to be reviewed weekly and further mitigation introduced, if necessary	Building Manager	Ongoing	
Slips, Trips and risk on banging into objects in store.	Staff and hirers	Store is organized as best as possible, but space is limited. Fire escape is kept clear. Tables and ballet bars are restrained with harnesses. Walk way is kept Clear. Tooling is locked away.	Limit access to staff and limited access to hirers – hirers access to get materials, not as a through way. No children allowed in store.	Booking Clerk and Building Managers	Ongoing	
Lone working	Hall staff	Staff shall advise a family member or staff member when they are at work/expected home. Staff members will carry a mobile phone when at work.		All staff	Ongoing	
Manual Handling	Building Managers	Equipment is provided to move tables and chairs close to point of use. Lift is used to transport between floors. Chairs light weight.	Individual tables will be carried short distances without twisting the body and care will be taken not to trap fingers when opening/closing legs.	Building Manager		
	Hirers	Building managers set up tables and move chairs.	Discourage hirers from moving stacks of chairs or setting up/closing tables.	Building Managers		
Accident or Illness	Staff or others using the Hall.	Provision of First Aid boxes and their maintenance. Box contents checked if tell tail is broken or accident book entry is made or every six months. Box marked with earliest expiry date.	Appoint Building Managers and Hirers' as Appointed persons for First Aid.	Chairman and Booking Clerk	ongoing	

Lift	User may become trapped in event of a power failure	Warning notice on the lift saying do not use in case of fire.	Brief hirers	Building Manager and booking clerk	Ongoing	Done
Fire	People with mobility issues unable to evacuate from 1 st floor	Evacuation chair provided and hirers shown how to use. Chair inspected weekly.	Use ground floor rooms for people with mobility issues, if possible. Demonstrate chair to new hirers.	Building Manager and booking clerk	Ongoing	
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.	Mops brushes and strong rubber gloves provided. Cleaning products marked 'irritant' replaced with milder alternatives. Hirers reminded to use products safely, eg follow instructions on the label, dilute properly and never transfer to an unmarked container.	Any reddening of skin, itchiness or soreness reported to hirer/ group leader, and person consults GP	Record in accident book Hirer/ group leader		
	Cleaning products may be ingested by children.	Cleaning products stored securely.	Maintain good housekeeping.	Staff and hirers		
Broken glass/bottles/crockery	Shards of glass may be walked on by dancers in flimsy footwear	Hirers are encouraged to clean breakages up. Glass is only permitted for parties and events.	In addition to hirers cleaning up, cleaners to be informed following a breakage so they can clean thoroughly. Routine cleaning takes place every day before classes start.	Staff and hirers		
Stage	Risk of manual handling injuries during assembly/disassembly. Hirers could be hurt by incorrect or partial assembly.	Building Managers have been trained to assemble the stage. Assembly will always include one set of steps and barriers.	Inspection during assembly to identify defective components.	Building Managers.		
External contactors working on site.	Risks to contractors and hirers associated with works.	This RA will apply.	Additional risks will be identified and control measures put in place.	Hirers, Building Managers and Hall Management.		

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Kitchen appliances	Risk of damage to personnel and equipment if kitchen appliances used inappropriately	The kitchen is used by competent persons and cleaned thoroughly after use. Instructions for use of equipment in kitchen.	Equipment PAT and safety checked regularly as above Ensure Instructions for use of equipment accessible. Bins are emptied as required Suitable rubbish bags are provided	Hirers to check users are competent / Building Manager	From now on	
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.	Appropriate, commercial stepladder securely stored and available for use by Building Manager	Building manager knows how to use the stepladder safely and has access to HSE guidance on use of stepladders Check condition of ladders at each use	Building Manager	From now on	
Falling from roof.	Building Managers	Ladder is footed when in use.	Reduce need by fitting a monitoring camera.	Building Manager	End April 5, 2024	
Electricity	Users risk electric shocks or burns from faulty equipment or installation	Hall inspected regularly by qualified electrician All electrical appliances tested annually by qualified electrician Repairs carried out by qualified electrician Hall hirers are responsible for any electrical equipment used in the hall	Hall fuse box clearly marked and hirers told how to turn the power off in case of emergency	Building Manager and booking clerk	From now on Required by April 2023	
Stored equipment and manual handling	Risk of falling equipment if poorly stacked Risk due to handling heavy/awkward items	Notices about the maximum number of chairs to be in each stack Trolleys for moving chairs and tables accessible			From now on	

COVID 19 ADDITIONAL RISK ASSESSMENT – BARTON UNDER NEEDWOOD VILLAGE HALL – Review 10/12/21

Area of Risk	Risk identified	Action to be taken to mitigate risk	Notes	Action by who?	Action by when?	Done
Access	Face to Face contact without social distancing in entrance	Foyer divided to separate one way system. Door opened by hirer to allow group in together.	Information updated daily about hall cleaning times, hand-sanitising, spare masks, cleaning equipment and bins provided in entrance area and topped up daily.	Building Manager/ Hirer Information passed on by booking clerk prior to hire	From now on	
Contact tracing Someone falling ill with Covid 19 symptoms	Contacting users in case of an outbreak of disease	NHS QR Code displayed for Test and Trace. Hirers will also keep their own record of the names and contact details of members of their groups for each session. A copy will be made available to the booking clerk if a user returns a positive covid19 test.	Small meeting room to be used as isolation area for anyone displaying symptoms. Obtain contact information. A deep clean will be carried out in areas potentially contaminated – advise cleaners	Hirer responsibility Report to Building manager	From now on	
Cleaning Cleanliness of hall and equipment, especially after other hirers	Risk of hall users becoming infected due to surface contamination by Covid-19 Other hirers or hall cleaners may not have cleaned hall or equipment used to standard required or hirers leave hall without cleaning frequent touch points, equipment.	Hirers will clean all surfaces users may come into contact with at the start and end of each session and keep surfaces such as light switches, door handles and tables wiped down regularly during each session Users will use hand sanitisers available at each doorway on arrival and on leaving the hall and at regular intervals during each visit Plastic chairs wiped down after use. Upholstered seating removed from use. More bins provided and emptied regularly Cleaning schedule posted in all halls, foyer, toilets – initialed and dated when area cleaned.	Hand sanitisers will be checked daily and replenished as needed. Cleaning materials will be kept available for all hirers with instructions for use. Time allowed before and after each hire for cleaning by hirers Building Manager to be notified if any area has not been cleaned.	Building Manager Booking clerk to allow time between hires for hirers to clean	From now on	

Contamination of toilet facilities	Risk to individuals from contact with contaminated surfaces Surfaces in frequent use, door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces	Toilets will be inspected by hirer at the start and end of each session and surfaces wiped down with cleaning materials supplied. Users to wipe down surfaces they contact-door handles, seatsetc using cleaning materials supplied Hirers to control numbers using toilets, one person to occupy toilet suite at any one time. Posters in place encouraging hand washing	Appropriate disposable cleaning materials supplied and maintained. All cleaning materials disposed of will be double bagged for disposal in commercial waste bin. Toilets cleaning will be carried out daily	Hirers / Building Manager	From now on	
Groups in the halls passing infection Managing Social Distancing especially for people attending who may be vulnerable Respiratory Hygiene	Risk to individuals from contact with others Risk of people attending in groups mingling with others not in their group, worry to other users. Risk of virus spread to all attending whole activity instead of a small group	Advise all attending to observe social distancing as far as possible and use the one way system through the hall. Adopt layout with clear signage. Limit numbers using toilets to single use only. Notices about catch it bin it kill it put up in hall. Hirers to avoid touching mouth, eyes, nose – wear face coverings where possible. Remember to bring tissues and dispose of into a bin or disposable rubbish bag, then wash or sanitise hands.	Hirers to avoid mingling between groups where possible. Discuss any concerns and adjustments needed eg to seating arrangements. Avoid raised voices or loud music. Avoid 'crowded' dancing or activities. Face coverings to be used in public areas, foyer, toilets, corridor, landing or when in the presence of those who may be vulnerable. Hirers provide their own risk assessment for their activity	Building Manager Booking Clerk Management Committee	From now on	
Kitchen	Social distancing and control of cleaning of all touch points/equipment more difficult	Ask hirers to bring their own pre-prepared food and drink where possible. If kitchen is used, hirers must clean after use.				
Air conditioning	Risk from recirculated air carrying virus	Doors and windows kept open where possible Recirculation heaters used as little as possible	Appropriate clothing needed in cooler weather. Building Manager to review use of air conditioning.	Hirers	From now on	

Additional Controls for Watson Type Event

Hazard	Who is at risk	Control of risk	Further comments	Announcement required
Medical emergency	All, especially pre-existing conditions	Mobile phone available for contacting emergency services or others	Awareness by volunteers of location of First Aid kit provided by Hall (in kitchen); awareness by volunteers of defibrillator (at CoOp - needs mobile 'phone to gain access)	Make yourself known to a volunteer
Fire	All	Maintain clear exits and escape routes. Mobile phone available for contacting emergency services	Awareness by volunteers of location of fire extinguishers	Identify exits (NB Crowberry Lane traffic); alarm is NOT a drill
General	All	Identify volunteers by badges; encourage volunteers to keep aware of risks arising as the event progresses, and to seek to reduce/remove them		Volunteers have badges; speak to any of them in case of problems
Disabled facilities	Disabled	Facilities available		Identify facilities and location
Slipping, tripping	All	Clean up spills; monitor for items left on floor (bags, sticks, coats etc) and encourage removal/safe placement; monitor for misplacement of furniture etc and remedy; ensure performers cables etc don't encroach on public space or are adequately protected/shielded/identified	Mops, cloths to be available from kitchen. Adequate illumination before, after and during interval	Let us know about spills; explain system for drinks (movement during performance is not necessary)
Broken glass	All	Broom and dustpan in cupboard. Volunteers only handle broken glass	Plastic beakers available from kitchen if preferred by visitors	

Emptying the building	All	Maintain a count (from door, ticket stubs etc) of numbers present, in case of evacuation; designated fire monitors to check allocated rooms in event of evacuation and report back to senior fire warden (Sue); check all rooms at end of performance (including eg toilets, disabled toilet)	Fire wardens assemble outside main doors and report to Sue	
Heavy lifting (staging, stock for bar etc)	Volunteers	Two-man lifting where appropriate; use trolleys for staging and chairs		

Health & Safety Policy statement – BVH

Part 1: Statement of intent This is the health and safety policy statement of:

Barton under Needwood Village Hall

Our health and safety policy is to:

Ensure that staff, hirers, hirer’s clients, contractors and all members of the public that may be affected by the Hall do not come to harm.

This policy is to:

- Identify risks and manage them;
- Prevent accidents;
- Provide PPE;
- Training, when required;
- Implement emergency procedures, including evacuation in the event of a fire;
- Maintain safe facilities;
- Ensure safe handling and storage of substances;
- Consult with employees and Hirers on safety matters;
- Review this policy on an annual basis or if there is significant change in the facility or its usage.



Signed

05/04/2024

Date

S Calder

Print name

04/04/2025

Review Date

Part 2: Responsibilities for health and safety

1 Overall and final responsibility for health and safety:

S Calder

2 Day-to-day responsibility for ensuring this policy is put into practice:

S Murray and T Whitmore.

3 To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

- S Murray and T Whitmore (Building Managers) - carry out inspections and tests in accordance with the inspection and maintenance schedule and adjust same based on findings/experience. Inspections and tests completed are to be recorded.
- S Murray and T Whitmore (Building Managers) - produce risk assessments and review them at least annually or when significant change takes place.
- T Whitmore (Booking Clerk) - hirers are provided with Hall risk assessments, procedures and Hall requirements, including the requirement to provide their own risk assessments. Hirer risk assessments to be provided to the Building Managers.
- S van Daesdonk – ensure that external contractors are required to provide method statements and risk assessments – requirement is to be included when issuing contracts. Risk assessments to be provided to the Building Managers.
- S Calder - Communicate changes to staff.
- Managing committee – provide adequate resources to operate the Hall safely.
- S Calder – Arrange for an annual trial evacuation.
- S Murray and T Whitmore (Building Managers) – shall ensure that electrical, gas, fire and fire extinguisher maintenance is conducted at the specified frequency and is conducted by competent contractors or staff.
- Chairman of the managing committee – conduct a safety tour, with a Building Manager, every 6 months.

4 All employees, Hirers, Hirers' clients and contractors should:

- co-operate with supervisors and managers on health and safety matters;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed above).

Part 3: Arrangements for health and safety

Risk assessment

- Risk assessments will be carried out by the Building Managers' and Hirers', mitigations will be put in place where necessary.
- Risk assessments will be reviewed annually or when significant change takes place.
- Risk assessments shall include the risks to the very young and old and those who are less physically able.

- New staff and new hirers will receive an H&S induction and copies of relevant risk assessments and evacuation procedures.
- Staff will not be expected to conduct work for which they are not competent until suitable training has taken place.

Consultation

- Staff will be consulted routinely on H&S matters as they arise and during the annual review.
- Hirers' will be consulted on H&S matters that affect them.

Evacuation

- Escape routes will be clearly marked and kept clear at all times.
- A trial evacuation will be conducted at least annually.
- Emergency lighting will be provided to assist with evacuation in the event of a power failure.
- An evacuation chair is provided to assist with the evacuation of the less physically able from the first floor.

Electrical Systems

- Fire systems and Emergency light tests shall be conducted every six months, by competent staff.
- A full check of electrical systems shall be carried out every five years, by competent staff.
- High risk defects, found during maintenance, shall have rectification dates established; this shall be as soon as practical.
- The Hall RA shall be reviewed and mitigations put in place, if necessary, until defects have been corrected.