

General Risks Assessment

Group Name: KILVE VILLAGE HALL		Assessment No: 3	
Date: July 2023 (late)	Assessed by: S Hayward Approved: Minutes 14/08/2023	Location: Kilve TA5 1EA Activity: Various	Review date: JAN 2024

What has the potential To cause harm (hazards) and what harm might result?	Who and how many people might be at risk?	What measures are already in place?	Severity	Likelihood	Risk rating	What further action (s) needs to be taken to reduce risk	By whom and by what date
FALLS: Trip hazards. Uneven exterior paths, Interior floors. Poor lighting	All hall users	Exterior lighting maintained and on timers. Pathways inspected and maintained. Rainwater mats in place. Mats for covering any trailing leads. Storage in corridors kept off floor. Moveable wooden steps to stage area for easy access.	M-H	L	L	Regular path clearing Repainting step edges as required. Regular maintenance of all accessible internal and external areas	BWh/ BW Maintenance allocation. On-going
WORK AT HEIGHT	Maintenance crew	Appropriate stepladders used. Always at least two people in attendance when using ladders NB the Village Hall insurance does not insure anyone for injury sustained in this way. Any work is carried out at individual risk.	H	L	M	Regular maintenance of ladders. Correct length ladders to be used. No lone working. Ensure adherence to risk management	Contractors/ Hall users/ Hall committee. Maintenance allocated. On-going
HAZARDOUS SUBSTANCES	Cleaner and others using cleaning fluids	Cleaning products clearly labelled. Cleaner uses own products Gloves available Products stored in cupboard/ on high shelves	M	L	L	Regular review of products and storage No unaccompanied children in building	KC As required at least once a year (tbc)

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MANUAL HANDLING	Hall users	Kitchen Trolley provided for movement from kitchen to hall. Chairs stored at ground level no higher than 5 stack. Trolley provided for moving stacks. Tables stored on rack with notice re lifting requirements. Tool supplied for help with opening table legs.	M	L	L	Regular check on table stability, chairs and trolley.	SH As required at least once a year (Jan)
ELECTRICITY	Hall users	Portable equipment PAT tested regularly. All electrical works undertaken by qualified electricians. Electrics inspected on rolling 5 year system	H	L	L	Visual checks on plugs and leads before use of portable appliances. Make users aware of fuse box and how to switch off supply in emergency.	Users & committee members. Update user instructions and labelling of power cut-off (by end Sept 2023) On-going
LONE WORKING	Hall users	All risks above magnified if alone in building – ensure all Committee members are fully familiar with the building and it's operations. Ensure all users are equipped with necessary information to ensure safe use.	H	M	H	All users and especially committee to be reminded to avoid be alone while at the hall, avoid any particularly risky activity and ensure someone knows you are there and how long you expect to be so the alarm can be raised in a timely manner	All users & committee members.

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FIRE		PLEASE SEE SEPARATE RISK ASSESSMENT					
ASBESTOS		PLEASE SEE SEPARATE RISK ASSESSMENT					
LEGIONELLA		PLEASE SEE SEPARATE RISK ASSESSMENT					
COVID		PLEASE SEE SEPARATE RISK ASSESSMENT					