

ANNEX B To Health & Safety Policy of Rickinghall Village Hall

RISK ASSESSMENT RECORD

Assessors Bob Clark, John Foulger

Date July 2018

PERSONS AT RISK: Committee members, Trustees & other RVH volunteers	
Hall hirers and their members / audience;	Hirers of the football pitches, teams & audience;
Members of the public using the facilities	Maintenance employees eg Electrician, painters etc
Members of the public crossing the car park	
Remember to take account of the risks to the handicapped – not only people in wheelchairs but also those with hearing or sight impairment.	

AREA	HAZARDS	Risk Rating *			PRESENT CONTROL METHODS	Adequate	SUGGESTED IMPROVEMENTS
		F	S	RR		Y/N	
1 Insurance	See insurance policy				Insured	N-Y	Accident insurance for volunteers under review. <i>Volunteers now covered as well as committee members</i>
2 Multi-sports	Tripping & falling Collision with fence Collision with other users	3 2 3	2 1 1	5 3 4	Sweep area as needed Moss kill as necessary Inspect weekly	Y Y Y	
3 Playing Field	Dog fouling Tripping & falling	3 2	1 1	4 3	“No dog” notices displayed Committee members challenge offenders Surface defects rectified when seen	Y Y Y	
4 Children’s Play Area	Tripping & falling Banging heads against equipment Trapping Injury from damaged equipment Injury from glass	3 2 1 1 1	1 1 2 2 2	4 3 3 3 3	Inspected & litter picked weekly. Inspection annually by David Bracey Play Safety Inspections Ltd	Y Y Y Y Y	
5 Grass mower	5.1 Moving machinery 5.2 Rotating machinery	2 2	2 3	4 5	Restrict Cornell use to John Foulger & Monty <i>trained people</i> Maintained by John Foulger Injury to operators is insured	Y	
6 Mower store	6.1 Theft / damage to contents	1	1	2	Kept locked. Access limited to specified committee members Injury to users & public by our negligence is insured Annual inspection & clean up	Y	
7 General Store	7.1 Tripping & falling	1	1	2	Kept locked when not in use. Access limited to committee Annual inspection & clean up by users	Y	
8 Car Park	8.1 Collision with posts <i>and other structures</i> 8.2 Collision between car &	1 2	1 1	2 3	Posts and other structures are clearly visible Supply parking attendants & designate	Y Y	

	pedestrians				traffic routes during Farmer's Markets and other busy occasions. Hi Vis jackets supplied to attendants Additional night time lighting always used when hall is in use		
9 Exterior footpaths & steps	Tripping & Falling	2	2	4	Handrails installed for front steps & ramp. Handrails painted white, Step and ramp edges painted yellow Night time lighting controlled by photocell	Y	Road side step and front steps needs yellow renewing again. Use specialist paint. Damaged brickwork at bottom of handrail to be repaired with concrete.
10 Entrance Areas	Tripping & falling Doors opening	1 2	1 2	2 4			Paving stone patio re-laid to concrete July 2017. Work not satisfactory - rectification pending Holdback needed for field door- Done. Automatic closer needed for field door
11 Main Hall & Meeting Room	Slipping on wet floor Too many people Doors opening	1 2	2 2	3 4	Hall washed when public absent Hall limits are in the hire contract Door to committee room from hall kept locked shut	Y Y Y	
12 Kitchen	Hot surfaces (esp. children) Sharp implements (esp. children) Cleaning materials Electric shock from portable appliances (kettles, water boiler & urns) Scalding (kettles & urns) Electric shock from switchgear	1 1 1 1 2 1	2 2 1 2 3 2	3 3 2 3 5 3	Children excluded from kitchen. Notice on kitchen door Sharp knives only available by request Only domestic chemicals used Visual check Scald risk when emptying urns Electrical installation / inspection by qualified Electrician every 5 years	Y Y Y Y Y Y	Inspected August 2016 Next due 2021
13 Downstairs Bar	Danger of breaking glasses	1	2	3	Bar kept locked shut when not in use	Y	
14 Chair store	Heavy lifting	1	3	4	Two people to lift heavy chairs which are owned by & only used by Day Centre Trolley provided for regular chairs	Y	
15 Toilets	Slipping on wet floor	1	2	3	Floor washed in absence of public Hot air hand driers fitted	Y	
16 Maintenance	Falls from step ladder Falling from loft ladder Working alone Electric shock from appliances Incorrect moving of heavy items	1 2 2 1 2	3 3 3 2 2	4 5 5 3 4	Only BS step ladders in use Hall volunteers and committee members are insured only if we are negligent.	Y N	

17 Skate Park	Design & layout Fences, paths Gates General surface Fixed equipment			Inspected weekly by committee member and yearly by David Bracey Play Safety Inspections Ltd	Y	Improvements to gate and step to be discussed with David Bracey August 2017 <i>David Bracey considers gate and step to be satisfactory as they are. Rotten wood at SW corner of concrete to be replaced.</i>														
Assets																				
18 Protection of physical assets				All assets covered by hall insurance	Y															
19 Security of buildings	Hall			Locked shut when not in use	Y															
20 Maintenance of buildings	Routine maintenance Damage			As required Repaired as soon as possible	Y Y															
Finance																				
21 Banking	Hire receipts			<i>Banked at least monthly .</i>	Y	<i>Insurance for Treasurer & Booking Sec needed to £1.5K Insurance inadequate</i>														
22 Financial controls	Accounts			Financial policy in place External audit when appropriate Accounts available for inspection by committee members Accounts written up weekly	Y Y Y															
Liability																				
23 Risk to third party, property or individuals				Public liability insurance £10 million Combined safety and Fire Risk Assessment carried out annually by responsible committee members	Y															
<p>*Injury risk rating Scores:</p> <table> <tr> <td>Probable Frequency</td> <td>Severity</td> </tr> <tr> <td>1. Improbable</td> <td>1. Trivial Injuries</td> </tr> <tr> <td>2. Possible</td> <td>2. Minor Injuries</td> </tr> <tr> <td>3. Occasional</td> <td>3. Major injury to one person</td> </tr> <tr> <td>4. Frequent</td> <td>4. Major injuries to many people</td> </tr> <tr> <td>5. Regular</td> <td>5. Death to one person</td> </tr> <tr> <td>6. Common</td> <td>6. Multiple deaths</td> </tr> </table>							Probable Frequency	Severity	1. Improbable	1. Trivial Injuries	2. Possible	2. Minor Injuries	3. Occasional	3. Major injury to one person	4. Frequent	4. Major injuries to many people	5. Regular	5. Death to one person	6. Common	6. Multiple deaths
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***A risk rating of 5 or more requires increased awareness if improvement is not reasonably possible**

Note: Items in *italic* are new entries in 2017

Further Action & Recommendations

Item 9: Yellow edge marking on raised step (road side) to be repainted. Brickwork repair.
Item 10 :Automatic closer needed for field door. Patio concrete needs rectification.
Item 17: Skate park repair - rotting wood.
Item 21: Insurance needed for cash held by Treasurer & Booking Sec.

ANNEX C TO Health & Safety Policy of Rickinghall Village Hall

Fire Risk Assessment Check List

No	Item	Findings	Action Required	Action taken Date Who by?
1	Are there any flammable liquids or gases on the premises? a) At the time of assessment and routinely. b) During uses of hall – consider own and hirer’s activities	None in hall. Diesel, petrol & paints in mower store		
2	Are all heaters correctly guarded, including toilets, and combustibles kept away from them? Visually check for all other potential sources of ignition & examine these for safety.	All heaters correctly guarded		
3	Are all fixed electrical items inspected regularly? Full electrical inspection test to be carried out every five years.	Yes Inspected and updated August 2016		
4	Are all items of portable electrical equipment inspected regularly? (Hire agreement specifies that any items brought in by hirers should have a current electrical test certificate).	Yes		
5	When was the fire alarm system last tested / inspected?	14 July 2018		
6	Can all fire exits be opened from inside & are they correctly marked / labelled?	Yes		
7	Are all internal fire doors correctly labelled and kept closed?	Yes		
8	Are the correct types of fire extinguisher located in each area of the hall with instructions for use clearly marked? When were they last inspected?	Yes. November 2017		
9	Our hire agreement specifies that the hirer is responsible for the safety of people in the hall during the hire period. Do we give hirers sufficient information, eg of the need to plan for the evacuation of disabled or frail elderly people?	Yes		
10	Do all hall hirers sign a copy of the hire agreement and have regular users signed one during the last twelve months?	Yes		
12	Finally, check ‘Fire Hazards’ and ‘People at Risk’ on the covering sheet and examine whether we have adequately considered all aspects of fire safety at the hall.	Yes		

Signatures Bob Clark

John Foulger

Date Presented to Management Committee: July 2018

Review Date July 201