

Ashton Keynes Village Hall Management Committee

Health & Safety Policy

General

The Management Committee are very aware of their “duty of care” under common law towards individuals and organisations to avoid carelessly causing personal injury or damage to property. We acknowledge our statutory duty under the Health and Safety at Work Act, 1974 to take “reasonably practicable” steps to ensure the health and safety of employees and others who use Ashton Keynes Village Hall i.e. volunteers, members of the public and contractors. In addition to these general responsibilities, the Management Committee acknowledge that other legislation has introduced specific Health and Safety requirements. These cover (but are not limited to) The Electricity at Work Regulations 1989; The Management of Health and Safety at Work Regulations 1999; The Workplace (Health, Safety and Welfare) Regulations 1992; The Provision and Use of Work Equipment Regulations 1988; The Manual Handling Operations Regulations 1992; The Personal Protective Equipment at Work Regulations 1992; The Control of Substances Hazardous to Health (CoSHH) Regulations 1994; The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR); The Occupiers Liability Act 1984; The Control of Asbestos at Work Regulations 2002; The Food Safety Act 1990; The Food Premises (Registration) Regulations 1991; The Food Safety (General Food Hygiene) Regulations 1995; The Food Safety (Temperature Control) Regulations 1995; The Children Act 1989; Fire Safety: The Licensing Act 2003, Fire Precautions (Workplace) Regulations 1997/1999 & the Regulatory Reform (Fire Safety) Order 2004 in those areas where they affect the Village Hall.

Description of Premises

Ashton Keynes Village Hall is the centre of the community within Ashton Keynes and is situated in the middle of the Village. The original Main Hall dates back to 1911. An extension was added in the early 1980's and in 1999 a GP Surgery and Waiting Room were incorporated into a previous internal open area. The building consists of a Main Hall (with stage), second room (called the Ashton Keynes room) that can be divided in two, kitchen with serving hatches to both rooms, the GP waiting room (also called the Thames Room), the GP Surgery, Ladies, Gents and Disabled Toilets. We have a small entrance lobby. There is a substantial car park. During the 1999 refurbishment the external and internal doors were upgraded to meet with the revised Fire Regulations (as stipulated by the Officer from NWDC) and we ensured that we met with the requirements of the forthcoming changes to the Disability Act. The Hall is regularly inspected as the Village Play Group operates from the Village Hall each weekday during the School term. The Hall has a portable Bar (stored on the stage) that can be set-up in either of the large rooms; alternatively the kitchen can be used for serving. The Premises Licence also covers an 8m x 15m adjacent to the Main Door (southern elevation) and a fenced 8m x 5m area to the eastern elevation. These areas are primarily to allow for events with Pig Roasts and BBQs. Apart from the substantial security for the GP, no dangerous drugs are stored on the premises.

The Village Hall is a Registered Charity and is run by a Management Committee representing User Groups and elected members of the public, who are the Managing Trustees of the Charity.

The hall is hired by a range of voluntary organisations, private individuals and statutory organisations for a variety of activities, some of which are licensable. A written agreement between the Village Hall and the Hirer forms the basis of the Hiring arrangement. The Booking Form and Rules of Hire draw the hirers' attention to the health and safety and licensing obligations that the Booking places upon them. A Member of the Management Committee only staffs the hall during a booked event when it is agreed necessary. Hirers are expected to provide attendants to meet the requirements of licensing conditions.

The Hall is licensed for the sale of alcohol for consumption on the premises. The Designated Premises Supervisor (DPS) is David John Sheppard of 20 Eastfield, Ashton Keynes, Swindon, SN6 6PR. Telephone 01285 860158. In addition to the DPS being a Personal Licence Holder (PLH) the Village Hall has access to a further PLH associated with the Management Committee.

Principle Uses of the Village Hall

The Village Hall is used for a wide variety of functions. These cover, but are not limited to Badminton Club, Bowls Club, Bridge Club, Golden Years, Karate Club, Lunch Club, Mother & Toddler, Parish Council meetings, Play Group, Thursday Club and WI. The Village Hall Management Committee will encourage all regular users of the Hall to carry out their own Fire Risk Assessment, highlighting the areas that pertain to their own Group of users and their activities.

In addition to the above, the Hall is widely used for Discos, Fetes, Live Music, Parties, Plays, Presentations, Receptions, the Rural Cinema and many other social and fund raising activities.

This Fire Risk Assessment has been done by the Village Hall Management Committee to cover all aspects of the Hall, but in particular for those Hirers who are not familiar with the layout and equipment.

The Management Committee encourages Hirers to make themselves aware of the exit routes, the fire fighting equipment and the plan of the Hall detailing the location of the equipment and the escape routes. The plan is available to all Hall users and is also on the Notice Board.

General Statement of Policy

This section is the General Statement of the Health & Safety Policy of Ashton Keynes Village Hall.

Our policy is to:

- a) Provide healthy and safe working conditions, equipment and systems of work for our employee(s), volunteers, committee members and hirers
- b) Keep the village hall and equipment in a safe condition for all users.
- c) Provide such training and information as is necessary to staff, volunteers and users.

It is the intention of the Ashton Keynes Village Hall Management Committee to comply with all Health and Safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations.

Ashton Keynes Village Hall Management Committee considers the promotion of the health and safety of its employees at work and those who use its premises, including contractors, who may work there, to be of great importance. The Management Committee recognises that the effective prevention of accidents depends as much on a committed attitude of mind to safety as on the operation and maintenance of equipment and safe systems of work. To this end, it will seek to encourage Employees (including casual labour), Committee Members and Users to engage in the establishment and observance of safe working practices.

Employees (including casual labour), hirers and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the Committee, with all safety requirements set out either directly or indirectly in the Hiring Agreement and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

Signed:
(On behalf of the Management Committee)



Name: David John Sheppard
Position: Secretary
Date: 1st July 2014

Organisation of Health and Safety

The Ashton Keynes Village Hall Management Committee has overall responsibility for health and safety at Ashton Keynes Village Hall, Park Place, Ashton Keynes, Swindon, SN6 6NT.

The person delegated by the management committee to have day-to-day responsibility for the implementation of this policy is:

Name: Dave Sheppard
Telephone No: 01285 860158 / Mobile 07860 677938
Address: 20 Eastfield, Ashton Keynes, Swindon, SN6 6PR

It is the duty of all employees (including casual labour), hirers and visitors to take care of themselves and others who may be affected by their activities and to co-operate with the Management Committee in keeping the premises safe and healthy, including the grounds.

It is also the duty of those hiring the Hall to read the Rules governing the use of the Hall and the documents produced on 'Using the Hall'. It is the hirers responsibility to ensure that the relevant attendees at a function, for example Stewards or Door Supervisors are familiar with the Fire Exits, escape routes and fire fighting equipment.

Should anyone using the hall come across a fault, damage or other situation which might cause injury and cannot be rectified immediately they should inform the person above or the Caretaker or the Bookings Secretary, as soon as possible so that the problem can be dealt with. Where equipment is damaged a notice should be placed on it warning that it is not to be used. If possible, the Caretaker should remove the equipment from the Village Hall.

The following persons have responsibility for specific items:

First Aid box: The Caretaker (or nominated Member)

| | |
|---|--|
| Reporting of Accidents: | User / Injured Party |
| Fire precautions and checks: | Dave Sheppard and/or The Caretaker |
| Training in use of hazardous substances and equipment: | The Caretaker <i>(when applicable)</i> |
| Risk Assessment and Inspections: | Dave Sheppard |
| Information to contractors: | The Caretaker |
| Information to hirers: | Daphne Neale |
| Insurance: | Dave Sheppard and/or Brian Kimberley |

A plan of the hall can be found within the Control Folder.

Licensed Activities

Ashton Keynes Village Hall has a Premises Licence authorising the following regulated entertainment and licensable activities at the times indicated:

| Licence Code | Activity | Times for which the activity is licensed |
|--------------|---|---|
| a. | The performance of plays | Mon to Sat 0800hrs to 0100hrs Sun 0800hrs to 2300hrs |
| b. | The exhibition of films | Mon to Sat 0800hrs to 0100hrs Sun 0800hrs to 2300hrs |
| c. | Indoor sporting events | Mon to Sat 0800hrs to 0100hrs Sun 0800hrs to 2300hrs |
| d. | The performance of live music | Mon to Sat 0800hrs to 0100hrs Sun 0800hrs to 2300hrs |
| e. | The playing of recorded music | Mon to Sat 0800hrs to 0100hrs Sun 0800hrs to 2300hrs |
| f. | The performance of dance | Mon to Sat 0800hrs to 0100hrs Sun 0800hrs to 2300hrs |
| g. | Entertainment similar to those in a – f | Mon to Sat 0800hrs to 0100hrs Sun 0800hrs to 2300hrs |
| h. | Making music | Mon to Sat 0800hrs to 2300hrs |
| i. | Dancing | Mon to Sat 0800hrs to 2300hrs |
| j. | Entertainment similar to those in h – j | Mon to Sat 0800hrs to 2300hrs |
| k. | The sale of alcohol | Mon to Sat 0800hrs to 0100hrs Sun 0800hrs to 2300hrs |

Fire Precautions and Checks

Ashton Keynes Village Hall Management Committee has produced a Fire Risk Assessment document that should be read by all users of the Hall. In order to maintain the completeness of both documents some elements are duplicated below. However, the dates of the various Fire checks and tests are within the Fire Risk Assessment

FIRE NOTICE

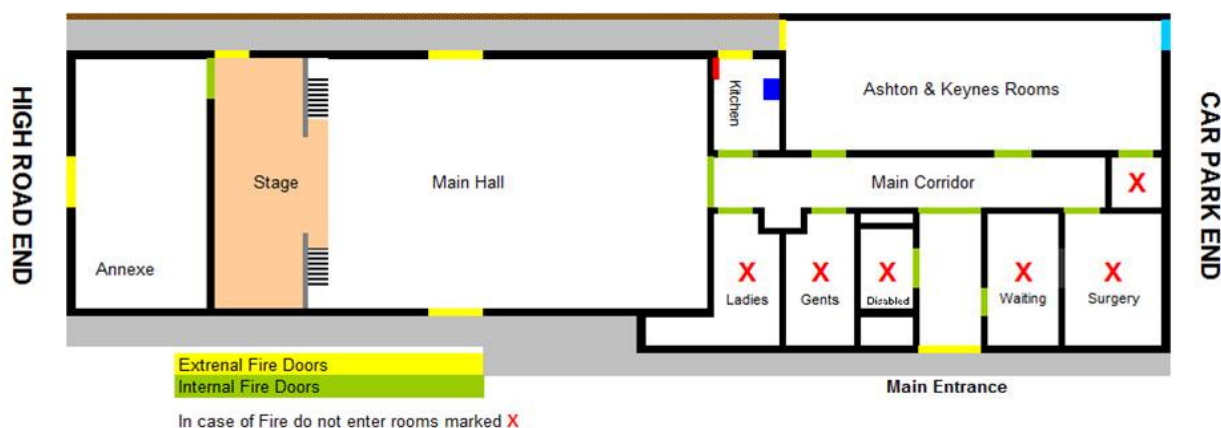
For the purposes of this notice, the Supervisor of the function (or Senior Supervisor if there is more than one) is the responsible person and hereinafter is referred to as 'the Responsible Person'.

In case of fire:

- 1 **DO NOT PANIC**
- 2 Advise the Responsible Person of the location and nature of the fire.
- 3 In the event of the presence of an audience do not mention fire or alarm the public until necessary.
- 4 If you have to leave the area of the fire in order to carry out 2, ensure that other people are aware and told to stay clear of the area.
- 5 The Responsible Person will:
 - a) Decide whether to tackle the fire with the available appliances
 - b) Give instructions and directions if necessary for someone to contact the Fire Brigade (there is a telephone within the Hall at the Car Park end of the Main Corridor and a Telephone Box on the High Road, only a few yards away from the Hall). Only consider using the Telephone in the Main Corridor if the fire is located within the Main Hall.
 - c) If necessary, advise people to evacuate the Hall complex in an orderly fashion. If the Hall is being used for Public Entertainment, the house lighting should be raised, the public addressed and all Exit doors opened. The below plan shows the location of emergency exit doors.

Assembly Points are at the Park Place end of the Car Park and outside Ellison's Barn, High Road – opposite the Hall.

On no account should people re-enter the building until advised



The organisation with responsibility for the servicing and testing of the fire fighting equipment is:

Prestige Fire Protection Limited
29 Eastfield, Ashton Keynes
Swindon SN6 6PR

Telephone 01793 701472 (Mobile: 07802 953253)

Prestige Fire Protection Limited will inspect the Village Hall fire fighting equipment on an annual basis and provide a Certificate of having carried out the work. A copy of this Certificate will be kept within the Fire Risk Assessment section of the Control Folder. The fire fighting equipment is listed on the Certificate as well as in the Control Measures of the Fire Risk Assessment.

Any other recording relating to fire issues will be made in a separate Log Book. This Log Book will cover incidents and issues and not inspection and testing.

For any Fire Incidents call 999 – see the earlier Notice for location of telephones. If an incident occurs that was safely put out using the fire fighting equipment, you must advise the Caretaker or any other Member of the Management Committee.

Checking of potential electric hazards and cycle of checks for other emergency systems:

| Item | Test interval | Note |
|----------------------------------|----------------------------------|-------------|
| Residual Current Device | Annually | 1 |
| Portable Electrical Appliances | Annually | 1 |
| Electrical installation | Every 5 years | 1 |
| Fire fighting appliances | Annually | 2 |
| Emergency Lighting on power | Each time cleaned, usually daily | 3 |
| Smoke Alarms on power | Quarterly | 3 |
| Emergency Lighting without power | Quarterly | 3 |
| Smoke Alarms without power | Quarterly | 3 |
| Fire Exits (for being clear) | Each time cleaned, usually daily | 3 |

Notes:

1. These will be carried out by an appropriate qualified electrician. The Certificate / Notification will be held within this Control Folder.
2. This will be carried out by an appropriate qualified practitioner. A copy of the Certificate of Inspection will be kept within the Fire Risk Assessment section of the Control Folder.
3. These will be carried out by a Member of the Management Committee with the dates and names being kept within the Fire Risk Assessment section this Control Folder.

Procedure in case of accidents

The location of the nearest hospital Accident and Emergency/Casualty dept is Cirencester Hospital. This is 5 miles away from the Village Hall.

The nearest doctor's surgery is Cricklade, however Dr L DaSilva (a Cricklade Doctor) has a surgery in the Village Hall complex every Monday, Wednesday and Friday at 0930. Appointments should be made by telephone – 01793 750645.

The First Aid Box is located in the Kitchen. The nominated person for keeping the First Aid box up to date is The Caretaker (860582).

The accident book/forms are kept with this Control Folder. This must be completed whenever an accident occurs.

Any accident must be reported to the Management Committee. The Member responsible for this is Dave Sheppard (860158).

The person responsible for completing RIDDOR forms and reporting accidents is Dave Sheppard. **Please note that RIDDOR forms only relate to people working within the Village Hall that are being paid by the Management Committee, either as employees or Casual labour.**

The following major injuries or incidents must be reported on RIDDOR forms:

- Fracture, other than to fingers, thumbs or toes;
- Amputation
- Dislocation of the shoulder, hip, knee or spine
- Loss of sight (temporary or permanent)
- Any penetrating injury to the eye (including chemical)
- Injury from electric shock/burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
- Any other injury leading to hypothermia, heat – induced illness or unconsciousness or requiring resuscitation or requiring admittance to hospital for more than 24 hours
- Unconsciousness caused by asphyxia or exposure to harmful substance or biological agent
- Acute illness requiring medical treatment or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through skin
- Acute illness requiring medical attention which may have resulted from a biological agent or its toxins or infected material

Relevant examples of reportable dangerous occurrences include:

- Electrical short circuit or overload causing fire or explosion
- Collapse or partial collapse of a scaffold over 5m high
- Unintended collapse of a building under construction or alteration, or of a wall or floor
- Explosion or fire

Safety Rules

All hirers will be expected to read the whole of the hiring agreement and should sign the hiring form as evidence that they agree to the hiring conditions. All new hirers will also be given information/training by the Booking Secretary about safety procedures at the hall which they will be expected to follow (e.g. fire evacuation procedures, use of trolleys to move equipment, use of equipment) and will be advised of the location of the accident book and Control Folder containing Rules, Fire Risk Assessment, Health and Safety.

It is the intention of Ashton Keynes Village Hall Management Committee to comply with all Health and Safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations.

Employees, casual labourers, hirers and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the Management

Committee, with all safety requirements set out in the hiring agreement and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

The Committee has carried out Risk Assessments. The following practices must be followed in order to minimise risks:

- Thoroughly read the Rules Covering the Hire of the Village Hall document. This can be found within section 2 of this Folder, on the Notice Board and within the Brochure Holder adjacent to the serving hatch in the kitchen
- Make sure that all emergency exit doors are clear as soon as the hall is to be used and throughout the hiring
- Do not operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration etc.
- Do not work on steps, ladders or at height until they are properly secured and another person is present
- Do not leave portable electrical or gas appliances operating while unattended. In this case gas means any propane type device bought into the Hall
- Do not bring onto the property any portable electrical appliances that have not been Portable Appliance Tested.
- Do not attempt to manually move heavy or bulky items where a trolley is provided
- Do not stack more than six chairs high
- Stack tables in accordance with the instructions on the table trolleys
- Do not attempt to carry or tip a water boiler when it contains hot water. Leave it to cool
- Do not allow children in the kitchen except under close supervision (e.g. for supervised serving of food at functions). Avoid over-crowding in the kitchen and do not allow running
- Read the basic rules on Food Hygiene, these are found within several Village Hall documents but are repeated below for clarity
- Wear suitable protective clothing when handling cleaning or other toxic materials
- Report any evidence of damage or faults to equipment or the building's facilities to the Caretaker
- Report every accident in the accident book and to Dave Sheppard
- Be aware and seek to avoid the following risks:
 - Creating slipping hazards on stairs, polished or wet floors – mop spills immediately
 - Creating tripping hazards such as buggies, umbrellas, mops and other items left in halls and corridors
 - Use adequate lighting to avoid tripping in poorly lit areas
 - Risk to individuals while in sole occupancy of the building
 - Risks involved in handling kitchen equipment e.g. cooker, water heater and knives
 - Creating toppling hazards by piling equipment e.g. in store cupboards.”

Our basic Health and Safety in Food Handling rules:

Health and Safety in Food Handling
It is law that you make yourself aware of these precautions

Ensure that you bring your own disinfectants and detergents. Under Health and Safety Regulations the Management Committee is not permitted to leave these products in unsecured areas.

FOOD HANDLERS PLEASE OBSERVE THE FOLLOWING RULES

1. Do not smoke in the Kitchen
2. Wash your hands thoroughly:
 - before touching food
 - after using the lavatory
 - before serving food
 - after preparing fresh meat, poultry or fish
 - after blowing your nose
3. If you have any skin, nose, throat or bowel trouble

YOU MUST NOT HANDLE FOOD

4. Do not cough or sneeze over food.
5. Please wear clean clothes and a protective apron or overall.
6. Use waterproof dressings on cuts, sores or abrasions and keep the dressing clean. Wear a thin rubber glove if necessary.
7. Wherever possible use food grade disinfectants as well as detergents to ensure that preparation surfaces are clean.
8. Always clean utensils. Use a clean utensil in preference to your hands.
9. Always use clean cloths for washing, wiping and drying.
10. Do not use chipped or cracked crockery: put it on one side to be destroyed or replaced.
11. Clean up as you go and wipe up spillages as they occur.
12. Keep prepared foods covered until they are to be served.
13. Do not place uncooked meat, poultry or fish near cooked preparations unless securely wrapped.
14. Keep fish, meat, vegetable or dairy products and foods containing them either below 8C or, if they are cooked and waiting to be eaten hot, above 63C.
15. Keep the waste bin properly covered at all times.
16. When you have finished your preparations, please wash and dry everything you have used. Clean the sink, work surfaces and any spills.

When more than one organisation is using the Hall complex, please arrange to stagger times for refreshments.

Contractors and Casual Labour

The Management Committee will check with contractors (including self – employed persons) before they start work that:

- The Contract or document stating the list of work to be carried out is clear and understood by both the contractors and the Management Committee
- The contractors are competent to carry out the work e.g. have appropriate qualifications, references, experience
- Contractors have adequate public liability insurance cover
- Contractors have seen the Health and Safety file and are aware of any hazards which might arise (e.g. electricity cables)
- Contractors do not work alone on ladders at height (if necessary a volunteer should be present)
- Contractors have their own health and safety policy for their staff
- The contractor knows which Member of the Committee is responsible for overseeing that their work is as asked and to a satisfactory standard.
- Any alterations or additions to the electrical installations or equipment must conform to the current regulations of the Institute of Electrical Engineers.”

Under The Control of Asbestos at Work Regulations 2002 we are required to take reasonable steps to locate asbestos in the premises, assess its condition and manage the risk. If it is in good condition and is not likely to be disturbed or damaged it may be safer to leave it in place and manage it. If it is in poor condition or likely to be disturbed the committee will have to decide what should be done with it.

The Village Hall Management Committee have taken their responsibility very seriously and employed the services of a Professional within this field to carry out a full survey. The full report on this survey can be found within this folder. The results, which located asbestos in two locations within the Hall and three locations on the exterior, have been logged within the Asbestos Register for annual assessment. Of the two internal areas, one was professionally removed in May 2005 and is no longer a hazard. There is a program to remove the second internal location of asbestos during the summer/autumn of 2006. The external surfaces (which can be view by location within the relevant section of this folder) have all be treated.

As a Contractor, self employed person or casual labourer working at the Village Hall it is your responsibility to read the Asbestos Survey and take notice. It is the Village Hall Management Committee’s responsibility to advise you of this survey and to keep the register updated.

Insurance

The Insurance policy covering Ashton Keynes Village Hall Give and providing the Hall’s Employer’s Liability and Public Liability insurance cover is:

Zurich Municipal – in the first instance the contact is: Jennie Lane, Community First, Wyndams, St Joseph’s Place, Devizes, Wiltshire, SN10 1DD

Telephone No: 01380 722475 ; Fax No: 01380 728476

Policy No: VVH 122027 8283

Date of Renewal: Annual in December

Review of Health and Safety Policy

The Management Committee will review this policy annually.

Committee Members with responsibility for aspects of Health and Safety will report to the committee regularly, including any accidents, faults, misuse by hirers or other matters that could affect the health and safety of users or employees.

Periodic fire safety checklist

This is not intended to take the place of the Village Hall Fire Risk Assessment, but lists those areas we check as a means of ensuring that safety standards, established after the Fire Risk Assessment are being maintained.

- Has the structural fire resistance been impaired by alterations and repairs?
- Have any alterations or repairs been planned, or carried out, which might affect the fire resistance?
- Have any improvements or decorating been planned or carried out, that might affect flame spread characteristics of surface linings?
- Have any furniture, curtains or drapes been brought in or are going to be delivered, that need consideration of their flammability properties?
- Are curtains clear of the ground?
- Are the self-closing mechanisms of fire doors operating and closing the doors properly?
- Are emergency exit push-bar devices functioning correctly?
- Are fire exits and escape routes clearly marked and illuminated?
- Are the lighting and emergency lighting systems adequate and functioning correctly?
- Is the means of ensuring that the maximum permitted number of people entering the hall is not exceeded, operating?
- Are the floor coverings in good condition?
- Has the electrical equipment and supply been professionally checked?
- Has the chimney been swept?
- Has the fire fighting equipment been serviced?
- Has the detection system and battery been checked?
- Are the smoking rules being adhered to?
- Is stage scenery being checked for flammability?
- Are the areas open to the public free of combustible stores?
- Is rubbish being kept safely and removed frequently?
- Are the security measures functioning?
- Do all Committee Members know how to use the fire fighting equipment?
- Are there any hazards anticipated or overlooked?

The following pages depict the Assessments carried out by Members of the Management Committee. This list is not meant to be definitive as risks can occur because of miss use of the Hall and/or its equipment. Any changes to Hall equipment (fixtures or fittings) will cause a re-assessment of that area.

As Users know, they are also expected to carry out their own risk assessment, particularly if using specialist equipment.

Appendix 1 (I) : Risk Assessment Record

Area: **Ashton Keynes Village Hall - Entrance Hall**

Assessors: **Dave Sheppard & The Caretaker**

Date: **July 2014**

In all locations of the Village Hall the Management Committee expect a level of common sense to be used by all Hirers. As under 18's are not permitted to Hire the Hall directly, it is expected that all children are supervised by an adult.

Persons considered at Risk: **All Users, casual labour & contractors**

| Hazard | Frequency + Severity = | | Risk Rating |
|---|------------------------|----------|-------------|
| 1. Tripping over carpets and mats due to fitting | 2 | 1 | 3 |
| 2. Tripping over carpets and mats due to lighting | 2 | 1 | 3 |
| 3. Electric heating malfunction | 1 | 2 | 3 |
| 4. Burning by leaning against electric heater | 1 | 2 | 3 |
| 5. Risk of fire by leaving items against electric heater | 1 | 2 | 3 |

A Risk Rating of 5 or more requires further action:

| No. | Present Control Measures | Adequate Y/N | Suggested Improvements |
|-----|--------------------------|--------------|------------------------|
| | | | |
| | | | |
| | | | |
| | | | |

Further Action and Recommendations

Risk Rating Scores:

Probable Frequency

1. **Improbable**
2. **Possible**
3. **Occasional**
4. **Frequent**
5. **Regular**
6. **Common**

Severity

1. **Trivial injuries**
2. **Minor injuries**
3. **Major injury to one person**
4. **Major injuries to many people**
5. **Death of one person**
6. **Multiple deaths**

Appendix 1 (II) : Risk Assessment Record

Area: **Ashton Keynes Village Hall – Main Corridor**

Assessors: **Dave Sheppard & The Caretaker**

Date: **July 2014**

In all locations of the Village Hall the Management Committee expect a level of common sense to be used by all Hirers. As under 18's are not permitted to Hire the Hall directly, it is expected that all children are supervised by an adult.

Persons considered at Risk: **All Users, casual labour & contractors**

| Hazard | Frequency + Severity = | | Risk Rating |
|---|------------------------|---|-------------|
| 1. Walking in to Fire Extinguishers | 1 | 2 | 3 |
| 2. Tripping on the non-slip mat (note that this is a serviced mat and is cleaned and replaced monthly) hence the low risk | 1 | 1 | 2 |
| 3. The Gate – swinging when unfastened and hitting someone. | 2 | 2 | 4 |
| 4. The Gate – walking into when closed. Note that the gate is sizeable and therefore unlikely to ever be obscured from view. | 1 | 2 | 3 |
| 5. The Gate – hurting fingers when fastening and unfastening. | 2 | 1 | 3 |
| 6. Burning by leaning against radiators | 1 | 2 | 3 |

A Risk Rating of 5 or more requires further action:

| No. | Present Control Measures | Adequate Y/N | Suggested Improvements |
|-----|--------------------------|--------------|---|
| 3 | None | Partially | Whilst within acceptable levels, some consideration should be given to a method of holding the gate open. |
| | | | |
| | | | |
| | | | |

Further Action and Recommendations

Risk Rating Scores:

Probable Frequency

1. Improbable
2. Possible
3. Occasional
4. Frequent
5. Regular
6. Common

Severity

1. Trivial injuries
2. Minor injuries
3. Major injury to one person
4. Major injuries to many people
5. Death of one person
6. Multiple deaths

Appendix 1 (III) : Risk Assessment Record

Area: **Ashton Keynes Village Hall – Ashton Keynes Room**

Assessors: **Dave Sheppard & The Caretaker**

Date: **July 2014**

In all locations of the Village Hall the Management Committee expect a level of common sense to be used by all Hirers. As under 18's are not permitted to Hire the Hall directly, it is expected that all children are supervised by an adult.

Persons considered at Risk: **All Users, casual labour & contractors**

| Hazard | Frequency + Severity = | | Risk Rating |
|--|------------------------|---|-------------|
| 1. Protection of Electric sockets. Note that this is considered a low risk of injury due to the Electrical Safety Standards and Testing by the Village Hall. In addition the Health & Safety Policy of the Pre School ensure that Plug covers are used when children are present. | 1 | 1 | 2 |
| 2. Slipping on the floor when wet. Of course every effort is made to ensure that the floor has time to dry before the hirer needs the room. | 2 | 2 | 4 |
| 3. Walking in to furniture left out. | 2 | 1 | 3 |
| 4. | | | |
| 5. | | | |
| 6. | | | |

A Risk Rating of 5 or more requires further action:

| No. | Present Control Measures | Adequate Y/N | Suggested Improvements |
|-----|--------------------------|--------------|--|
| 2 | None | n-a | Whilst within acceptable levels, some consideration should be given to 'Wet Floor' or 'Slippery Floor' signage. |
| | | | |
| | | | |
| | | | |

Further Action and Recommendations

Risk Rating Scores:

Probable Frequency

1. Improbable
2. Possible
3. Occasional
4. Frequent
5. Regular
6. Common

Severity

1. Trivial injuries
2. Minor injuries
3. Major injury to one person
4. Major injuries to many people
5. Death of one person
6. Multiple deaths

Appendix 1 (IV) : Risk Assessment Record

Area: **Ashton Keynes Village Hall – GP’s Waiting Room**

Assessors: **Dave Sheppard**

Date: **July 2014**

In all locations of the Village Hall the Management Committee expect a level of common sense to be used by all Hirers. As under 18’s are not permitted to Hire the Hall directly, it is expected that all children are supervised by an adult.

Persons considered at Risk: **GP & Staff, Patients, casual labour & contractors**

Note that it is not a function or requirement of the Village Hall Management Committee to monitor the Health & Safety issues relating to The Surgery or Waiting Room in regards to Medical Equipment, Medical Practitioners, Patients or the presence and security of Medicines & Drugs. The sole reason for the assessment of this room is that it is cleaned by casual labour or Contractors appointed by the Village Hall Management Committee. We have not accessed to Waiting room fro this assessment.*

** It is accepted by the Village Hall Management Committee that this Health & Safety Policy covers the safety of the building fabric, floor coverings, fixtures and fittings.*

| Hazard | Frequency + Severity = | | Risk Rating |
|---|------------------------|----------|-------------|
| 1. Slipping on the floor when wet. Due to the timing of the cleaning regime, the Waiting Room is expected to be fully dried before the presence of anyone other than cleaning staff. | 1 | 2 | 3 |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |

A Risk Rating of 5 or more requires further action:

| No. | Present Control Measures | Adequate Y/N | Suggested Improvements |
|-----|--------------------------|--------------|------------------------|
| | | | |
| | | | |
| | | | |
| | | | |

Further Action and Recommendations

Risk Rating Scores:

| 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 of one person |
| 6. Common | 6. Multiple deaths |

Appendix 1 (V) :Risk Assessment Record

Area: **Ashton Keynes Village Hall – GP’s Waiting Room**

Assessors: **Dave Sheppard**

Date: **July 2014**

In all locations of the Village Hall the Management Committee expect a level of common sense to be used by all Hirers. As under 18’s are not permitted to Hire the Hall directly, it is expected that all children are supervised by an adult.

Persons considered at Risk: **GP & Staff, Patients, casual labour & contractors**

Note that it is not a function or requirement of the Village Hall Management Committee to monitor the Health & Safety issues relating to The Surgery or Waiting Room in regards to Medical Equipment, Medical Practitioners, Patients or the presence and security of Medicines & Drugs. The sole reason for the assessment of this room is that it is cleaned by casual labour or Contractors appointed by the Village Hall Management Committee. We have not accessed the Surgery for this assessment.*

** It is accepted by the Village Hall Management Committee that this Health & Safety Policy covers the safety of the building fabric, floor coverings, fixtures and fittings.*

| Hazard | Frequency + Severity = | | Risk Rating |
|---|------------------------|----------|-------------|
| 1. Slipping on the floor when wet. Due to the timing of the cleaning regime, the Waiting Room is expected to be fully dried before the presence of anyone other than cleaning staff. | 1 | 2 | 3 |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |

A Risk Rating of 5 or more requires further action:

| No. | Present Control Measures | Adequate Y/N | Suggested Improvements |
|-----|--------------------------|--------------|------------------------|
| | | | |
| | | | |
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| <p>Further Action and Recommendations</p> |
|--|

Risk Rating Scores:

| 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 of one person |
| 6. Common | 6. Multiple deaths |

Appendix 1 (VI) : Risk Assessment Record

Area: **Ashton Keynes Village Hall – Main Hall**

Assessors: **Dave Sheppard & The Caretaker**

Date: **July 2014**

In all locations of the Village Hall the Management Committee expect a level of common sense to be used by all Hirers. As under 18's are not permitted to Hire the Hall directly, it is expected that all children are supervised by an adult.

Persons considered at Risk: **All Users, casual labour & contractors**

| Hazard | Frequency + Severity = | | Risk Rating |
|--|------------------------|---|-------------|
| 1. Protection of Electric sockets. Note that this is considered a low risk of injury due to the Electrical Safety Standards and Testing by the Village Hall. | 1 | 1 | 2 |
| 2. Slipping on the floor when wet. Due to the timing of the cleaning regime, the Main Hall is expected to be fully dried before the presence of anyone other than cleaning staff. | 2 | 2 | 4 |
| 3. Slipping on the floor when dusty. Anyone requiring substantial grip on the floor (Badminton, Karate, etc.) is advised to make a physical inspection and if necessary sweep the floor. Broom are provided for such a purpose. | 2 | 2 | 4 |
| 4. Walking in to Fire Extinguishers. Note that these are mainly sited by emergency exit lights. | 1 | 1 | 2 |
| 5. Falling Chair Stacks. In order to minimise the risk the Management Committee make every effort to advise people not to stack more than 6 chairs high. Posters are in the Hall. | 1 | 2 | 3 |
| 6. Taking chairs from the stacks. It is accepted that separating chairs may require a jolting process. This is normally only necessary when the chairs have been stacked incorrectly and frames have jammed together. In order to minimise the risk, the Management Committee make every effort to inform users of how to correctly stack the chairs. Posters are in the Hall. | 2 | 2 | 4 |
| 7. Becoming burnt by standing to close or leaning on the Hot Air convector heaters. The risk is minimised as these only blow hot air and the units themselves do not become very hot. | 1 | 1 | 2 |

A Risk Rating of 5 or more requires further action:

| No. | Present Control Measures | Adequate Y/N | Suggested Improvements |
|-----|--------------------------|--------------|------------------------|
| | | | |
| | | | |

Further Action and Recommendations

Risk Rating Scores:

| 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 of one person |
| 6. Common | 6. Multiple deaths |

Appendix 1 (VII) : Risk Assessment Record

Area: **Ashton Keynes Village Hall – Kitchen**

Assessors: **Dave Sheppard & The Caretaker**

Date: **July 2014**

In all locations of the Village Hall the Management Committee expect a level of common sense to be used by all Hirers. As under 18's are not permitted to Hire the Hall directly, it is expected that all children are supervised by an adult.

Persons considered at Risk: **All Users, casual labour & contractors**

| Hazard | Frequency + Severity = | | Risk Rating |
|--|------------------------|---|-------------|
| 1. Protection of Electric sockets and fixed electrical appliances – cooker, time clocks, etc. Note that the Village Hall considers this a low risk of injury due to the Electrical Safety Standards and Testing. | 1 | 1 | 2 |
| 2. Protection of other portable electrical items (Refrigerator, Microwave & Kettles). Note that the Village Hall considers these a low risk of injury due to the Electrical Safety Standards and Testing. | 1 | 1 | 2 |
| 3. Things falling out of cupboards. Note that there is little the Management Committee can do about the contents of Private Cupboards. However the Management Committee will ensure that its own casual labourers and/or contractors are aware of stacking items so they do not fall out from the commonly accessed cupboards. | 2 | 2 | 4 |
| 4. Heat around the Boiler. Note that notices discourage people from opening the Boiler door. There is very little risk of burning from the external areas of the boiler. | 1 | 2 | 3 |
| 5. Scalding from hot water from the taps. Were necessary, signage will be placed. | 1 | 2 | 3 |
| 6. | | | |

A Risk Rating of 5 or more requires further action:

| No. | Present Control Measures | Adequate Y/N | Suggested Improvements |
|-----|--------------------------|--------------|------------------------|
| | | | |
| | | | |
| | | | |
| | | | |

Further Action and Recommendations

Risk Rating Scores:

| 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 of one person |
| 6. Common | 6. Multiple deaths |

Appendix 1 (VIII) : Risk Assessment Record

Area: **Ashton Keynes Village Hall – Stage**

Assessors: **Dave Sheppard & The Caretaker**

Date: **July 2014**

In all locations of the Village Hall the Management Committee expect a level of common sense to be used by all Hirers. As under 18's are not permitted to Hire the Hall directly, it is expected that all children are supervised by an adult.

Persons considered at Risk: **All Users, casual labour & contractors**

| Hazard | Frequency + Severity = Risk Rating | | |
|--|------------------------------------|----------|----------|
| 1. Protection of Electric sockets and fixed electrical appliances – cooker, time clocks, etc. Note that the Village Hall considers this a low risk of injury due to the Electrical Safety Standards and Testing. | 1 | 1 | 2 |
| 2. Protection of other portable electrical items (Sound Amplification, Induction Loop and Lighting control system). Note that the Village Hall considers these a low risk of injury due to the Electrical Safety Standards and Testing. | 1 | 1 | 2 |
| 3. Stage Lighting System. This is protected by the RCD and MCB system within the Village Hall and is subject to the safety and test procedures of the electrical supply. | 1 | 1 | 2 |
| 4. Ladders. Every attempt is made to ensure that only Adults use the ladders, in particular when used for moving around Stage Lighting. | 2 | 3 | 5 |
| 5. Steps up to stage. | 2 | 2 | 4 |

A Risk Rating of 5 or more requires further action:

| No. | Present Control Measures | Adequate Y/N | Suggested Improvements |
|----------|--------------------------|--------------|---|
| 4 | None | N | Signs to be placed on ladders stating that they are only to be used by Adults and at their own risk. |
| | | | |

Further Action and Recommendations

Risk Rating Scores:

Probable Frequency

1. Improbable
2. Possible
3. Occasional
4. Frequent
5. Regular
6. Common

Severity

1. Trivial injuries
2. Minor injuries
3. Major injury to one person
4. Major injuries to many people
5. Death of one person
6. Multiple deaths

Appendix 1 (IX) : Risk Assessment Record

Area: **Ashton Keynes Village Hall – Toilets (Ladies, Gents & Disabled)**

Assessors: **Dave Sheppard & The Caretaker**

Date: **July 2014**

In all locations of the Village Hall the Management Committee expect a level of common sense to be used by all Hirers. As under 18's are not permitted to Hire the Hall directly, it is expected that all children are supervised by an adult.

Persons considered at Risk: **All Users, casual labour & contractors**

| Hazard | Frequency + Severity = Risk Rating | | |
|--|------------------------------------|---|---|
| | 1 | 2 | 3 |
| 1. Scalding from hot water from the taps. Were necessary, signage will be placed. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |

A Risk Rating of 5 or more requires further action:

| No. | Present Control Measures | Adequate Y/N | Suggested Improvements |
|-----|--------------------------|--------------|------------------------|
| | | | |
| | | | |
| | | | |
| | | | |

Further Action and Recommendations

Risk Rating Scores:

Probable Frequency

1. **Improbable**
2. **Possible**
3. **Occasional**
4. **Frequent**
5. **Regular**
6. **Common**

Severity

1. **Trivial injuries**
2. **Minor injuries**
3. **Major injury to one person**
4. **Major injuries to many people**
5. **Death of one person**
6. **Multiple deaths**

Appendix 1 (X) :Risk Assessment Record

Area: **Ashton Keynes Village Hall – Car Park**

Assessors: **Dave Sheppard & The Caretaker**

Date: **July 2014**

In all locations of the Village Hall the Management Committee expect a level of common sense to be used by all Hirers. As under 18's are not permitted to Hire the Hall directly, it is expected that all children are supervised by an adult.

Persons considered at Risk: **All Users, casual labour & contractors**

| Hazard | Frequency + Severity = | | Risk Rating |
|--|------------------------|----------|-------------|
| 1. Falling off when climbing on the wall. | 2 | 2 | 4 |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |

A Risk Rating of 5 or more requires further action:

| No. | Present Control Measures | Adequate Y/N | Suggested Improvements |
|-----|--------------------------|--------------|------------------------|
| | | | |
| | | | |
| | | | |
| | | | |

Further Action and Recommendations

Risk Rating Scores:

| 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 of one person |
| 6. Common | 6. Multiple deaths |

Appendix 1 (XI) : Risk Assessment Record

Area: **Annexe**

Assessors: **Dave Sheppard & The Caretaker**

Date: **July 2014**

It has been decided that the Annexe will have its own Health & Safety Policy whilst ever it is allocated to a specific role (for example the Village Community Shop)

Persons considered at Risk:

| Hazard | Frequency + Severity = | | Risk Rating |
|--------|------------------------|--|-------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |

A Risk Rating of 5 or more requires further action:

| No. | Present Control Measures | Adequate Y/N | Suggested Improvements |
|-----|--------------------------|--------------|------------------------|
| | | | |
| | | | |
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| <p>Further Action and Recommendations</p> |
|--|

Risk Rating Scores:

| 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 of one person |
| 6. Common | 6. Multiple deaths |

Appendix 2: Risk Assessments in Village Halls – Example of Hazards

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 |
|--------------------------------|--|
| Car Park | <ol style="list-style-type: none"> 1. Tripping and falling - inadequate lighting 2. Tripping and falling - poor maintenance |
| Exterior – footpaths and steps | <ol style="list-style-type: none"> 1. Tripping and falling – inadequate lighting 2. Tripping and falling – poor maintenance 3. Tripping and falling – no hand rail 4. Windows protrude over path 5. Access to other hazards e.g. main road, pond 6. Window Cleaning |
| Entrance Area | <ol style="list-style-type: none"> 1. Electric Shock from switchgear 2. Slipping on wet floor 3. Tripping and Falling – loose mats 4. Tripping and Falling - pushchairs 5. Cleaning materials |
| Main Hall and Meeting Rooms | <ol style="list-style-type: none"> 1. Incorrect moving of heavy items (e.g. chairs/tables) 2. Electric shock from portable appliances 3. Slipping on wet floor 4. Too many people 5. Electric sockets (access by children) 6. Fire Exits, blocked (Either inside/outside) 7. Fire equipment not working |
| Kitchen | <ol style="list-style-type: none"> 1. Hot surfaces (esp. children) 2. Sharp implements (esp. children) 3. Cleaning Materials 4. Unsecured hot water boilers (esp. children & infirm users) 5. Dangling leads |
| Toilets | <ol style="list-style-type: none"> 1. Slipping on wet floor 2. Cleaning materials |
| Maintenance | <ol style="list-style-type: none"> 1. Falls from Ladders 2. Working alone 3. Electric shock from appliances 4. Incorrect moving of heavy items (e.g. furniture) |
| Stores | <ol style="list-style-type: none"> 1. Badly stacked equipment 2. People moving heavy items |
| Boiler Room | <ol style="list-style-type: none"> 1. Inflammable items stored near combustion source (e.g. paint, wood) |
| Stage | <ol style="list-style-type: none"> 1. Removable Steps loose 2. Stage edges not clearly visible |