

Milverton Victoria Rooms

HEALTH AND SAFETY RISK ASSESSMENT

Introduction

The following is a record of a health and safety risk assessment of the village hall to identify and control the risks to people using the hall or involved in its maintenance and upkeep. Such people are described as “users and contractors” in this document, but the term includes trustees, volunteers, hirers and visitors.

The management committee has no legal obligation to record the findings of this risk assessment as it has no employees. All the repair and maintenance work at the hall is carried out either by volunteers or, where appropriate, by self-employed contractors, who have responsibility for their own health and safety, as well as for other issues, such as their hours of work and their financial and tax arrangements. The committee has, however, decided that there are sound legal and business reasons to record the findings of this risk assessment and to take steps to ensure that they are brought to the attention of those using or working at the hall.

The “status” column below records whether the action has been completed (with the date), is pending or is an on-going responsibility.

How the risk assessment was carried out

The management committee Chairman, Secretary and Bookings Secretary undertook this risk assessment on 17th June 2021 following the guidance published by the Health and Safety Executive and by Action for Communities in Rural England. A copy has been submitted to the committee’s consultants, Atlas Safety Management Ltd. The findings were adopted by the management committee on 22nd June 2021.

This risk assessment review is a working document. Reviews will be conducted annually.

Milverton Victoria Rooms Management Committee
22nd June 2021 – last updated 5.1.2022

What are the hazards?	Who can be harmed and how?	What are we doing now?	What more needs to be done?	By whom?	When?	Status
Slips, trips, falls and insecure fittings Eg. Uneven external surfaces, spillages, wet leaves, wet floors, steps, insecure stage rigging	Users and contractors may suffer injuries such as fractures or bruising	<ul style="list-style-type: none"> • Forecourt and external paved surfaces maintained to be as even as possible. • Parking spaces for people with disabilities close to entrances. • Good external and internal lighting. • Cleaner aware of the products to be used on floors. • Users know to clear up spillages and where to find the necessary equipment. • Mats at entrances to keep floors dry. • No storage at exits, in corridors or on stage. • No trailing cables. • Wheelchair access ramps secured to lobby wall. • Grab handles at main entrance step. 	<ol style="list-style-type: none"> 1. Forecourt and external paved areas to be inspected and arrangements made to sweep regularly. 2. Exits, corridors and stage to be checked regularly for trip hazards. 3. Arrange to renew white stage edging. 4. Arrange to remove scenery, props and other items from stage. 5. Arrange through MADS for stage rigging (backdrops, etc) to be inspected. 6. Remind hirers to clear up spillages immediately and advise location of the necessary equipment. 	Vice-Chair	Monthly	On-going
				Chair/Secretary	Monthly	On-going
				Secretary	By 1.7.21	Done 28.7.21
				Secretary	By 1.7.21	Done 22.6.21
				Chair	By 31.12.21	Pending
				Bookings Secretary	On hiring as necessary	On-going

		<ul style="list-style-type: none"> • “Deep step” warning notice and marking tape from Main Hall exit into rear corridor 				
Work at height Eg. Changing light bulbs, cleaning windows, putting up decorations	Anyone working at height could suffer serious injury if they fall	<ul style="list-style-type: none"> • Class 1 high stepladder securely stored. • No unauthorized person to use stepladders. • Authorised persons know how to use the stepladders safely. • Window cleaning to be carried out by a contractor. 	1. Small stepladder to be removed to committee office/store to prevent unauthorized use.	Chair/Secretary	By 1.7.21	Done 22.6.21
			2. Put in place a system for checking condition of stepladders and record checks.	Secretary	By 31.8.21	Done 17.7.21
			3. Consider implications for work at height of any future alterations/works.	Chair/Secretary	When alterations or works are proposed.	On-going
			4. Implement consultants’ recommendations for training via on-line courses.	Chair	By 31.12.21	Pending

Vehicle movement	Pedestrians could suffer serious injury if struck by cars on the forecourt	<ul style="list-style-type: none"> • Signage restricting parking to hall users. • “No parking” cones available for use. • Forecourt lit. 	Advise hirers of limited parking and the availability of cones.	Bookings Secretary	On hiring as necessary	On-going
Hazardous substances Eg. Cleaning products (COSHH)	The cleaner and others cleaning risk skin problems and eye damage from direct contact with cleaning materials. Vapour may cause breathing problems.	<ul style="list-style-type: none"> • Professional cleaning contractor engaged. • Mops, brushes and strong rubber gloves provided. • No cleaning materials marked “irritant” to be used. • Cleaning products stored securely in committee office/store. 	<ol style="list-style-type: none"> 1. Post hazardous substances notice by cleaning materials cupboard. 2. Provide safety data sheets for substances used for cleaning and other purposes as recommended by consultants. 	Chair Chair	By 1.7.21 By 31.12.21	Done 26.6.21 Pending

Stored equipment	Users and contractors could be injured by insecurely stacked items.	<ul style="list-style-type: none"> • Most equipment stored securely in storerooms, cupboards and under stage. • Hirers aware not to place Main Hall red plastic chairs in stacks of more than 6. 	<ol style="list-style-type: none"> 1. Hirers to be reminded not to over-stack red plastic chairs and that the two types of chair should not be mixed in the same stack. 2. New notice to that effect to be posted in Main Hall. 	Bookings Secretary Chair	On hiring as necessary By 1.7.21	On-going Done 22.6.21
Manual handling	Users and contractors may suffer back injuries if they try to lift heavy or awkward objects.	<ul style="list-style-type: none"> • Heavy equipment to be moved only by authorized persons. (The only item of heavy equipment belonging to the hall is the Class 1 high stepladder which is securely stored.) • A trolley is available for moving the Main Hall folding chairs from their store. • Large folding tables are stored in boxes fitted with castors. 	<ol style="list-style-type: none"> 1. Hirers to be reminded that they need to take care lifting the folding tables from their boxes. 2. Post notices in appropriate locations. 3. Implement consultants' recommendations for training via on-line courses. 	Bookings Secretary Chair Chair	On hiring as necessary By 1.7.21 By 31.12.21	On-going Done 26.6.21 Pending

Asbestos	There is a risk of lung damage or disease but only if fibres are released into the air. Contractors are most at risk.	No risk controls at present.	<p>1. Professional advice to be sought to identify whether there is any asbestos present and its condition and location – survey awaited.</p> <p>2. Contractors to be advised of the location of any asbestos and warning notices posted.</p>	<p>Chair</p> <p>Secretary</p>	<p>By 31.12.21</p> <p>On engagement as necessary</p>	<p>Done 28.10.21</p> <p>On-going</p>
Fire safety	If trapped, users and contractors could suffer fatal injury from smoke inhalation, burns or structural collapse	<ul style="list-style-type: none"> • Fire safety procedures and precautions described in Conditions of Hire and instructions posted throughout hall. • Fire risk assessment carried out prior to re-opening after easing of Covid-19 restrictions and action taken as follows to protect escape routes from fire outbreak in Kitchen (the area of greatest risk): 	<p>1. Check batteries in door closers regularly.</p> <p>2. Arrange to rectify Reading Room door fault - observed to catch on threshold strip occasionally.</p> <p>3. Implement, where practicable, the consultants' recommendations in the fire risk assessment of 30.7.21.</p>	<p>Vice-Chair</p> <p>Vice-Chair</p> <p>Chair</p>	<p>Quarterly</p> <p>By 31.8.21</p> <p>By 31.12.21</p>	<p>On-going</p> <p>Done 30.7.21</p> <p>Pending</p>

		<ul style="list-style-type: none"> ○ Automatic door closers fitted to Kitchen and Reading Room doors. ○ Intumescent strips fitted to Kitchen door and serving hatch and to Reading Room door. ○ Fire retardant coating applied to Kitchen and Reading Room doors. ● Professional fire risk assessment carried out by consultants on 30.7.21. 	4. Review the fire risk assessment annually.	Chair to convene review	Annually	Ongoing
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Electrical safety	Users and contractors risk electric shocks and serious burns from defective installations and equipment	<ul style="list-style-type: none"> • Fixed installations installed by qualified contractors and inspected regularly. • All repairs by qualified contractors. • Safety plugs in some power sockets. • Portable electrical equipment checked for visible signs of damage before use. • Hirers know that they are responsible for any electrical equipment used at the hall. • No portable heaters to be brought on to the premises. • Mains supply cut-off location described in Conditions of Hire. 	<ol style="list-style-type: none"> 1. Remind hirers of location of mains supply cut-off. 2. Remind hirers to take out of use any electrical equipment considered unsafe and to mark it accordingly. 3. Source sufficient additional safety plugs. 	<p>Bookings Secretary</p> <p>Bookings Secretary</p> <p>Secretary</p>	<p>On hiring as necessary</p> <p>On hiring as necessary</p> <p>By 1.7.21</p>	<p>On-going</p> <p>On-going</p> <p>Done 12.7.21</p>
Testing fixed electrical installations	Users and contractors risk electric shocks and serious burns from defective installations	<ul style="list-style-type: none"> • 5-yearly testing of fixed installations by a qualified contractor and recording of same. 	Hold record of tests	Secretary	On every test	On-going

Testing portable electrical equipment	Users and contractors risk electric shocks and serious burns from defective equipment	<ul style="list-style-type: none"> • 2-yearly testing of portable appliances by a qualified contractor and recording of same. • No appliances to be brought on to the premises without a PAT certificate. 	<ol style="list-style-type: none"> 1. Hold records of tests. 2. Remind hirers of the need for PAT certificates. 3. Remind hirers that they can bring in portable appliances for testing when testing is taking place. 	Secretary Bookings Secretary Chair	On every test On hiring as necessary By 1.7.21	On-going On-going Done 12.7.21
Emergency lighting testing	Users and contractors could be injured during an evacuation if emergency lighting malfunctioned	<ul style="list-style-type: none"> • Testing of emergency lighting is currently sporadic and unrecorded. 	<ol style="list-style-type: none"> 1. Test emergency lighting regularly and record tests. 2. Arrange for a qualified contractor to test the system (Reading Room luminaire apparently malfunctioning) and record test. 3. Seek advice on correct testing procedure. 	Chair/Market Manager Secretary Secretary/Chair	Monthly By 1.7.21 By 1.7.21	On-going Done 2.7.21 Done 2.7.21
Fire alarm testing	Users and contractors could be trapped if fire alarm fails	<ul style="list-style-type: none"> • Testing of fire alarm is currently sporadic and unrecorded. 	Test fire alarm regularly and record tests.	Chair/Market Manager	Monthly	17.6.21 and ongoing

Gas safety	Users, contractors, neighbours and passers-by could be seriously injured by a gas explosion caused by defective equipment	<ul style="list-style-type: none"> • Annual testing of gas system and appliances by a qualified contractor and recording of same (gas safety certificate). • Installation and repair of gas appliances carried out by a qualified contractor. • Location of mains supply cut-off described in Conditions of Hire. 	<ol style="list-style-type: none"> 1. Hold record of tests. 2. Remind hirers of location of mains supply cut-off. 	Secretary Bookings Secretary	On every test On hiring as necessary	On-going On-going
Legionnaires' disease ACOP L8	Users and contractors could contract the infection if they draw water after a long period of non-use.	<ul style="list-style-type: none"> • Test conducted by specialist contractors before hall was brought back into use after easing of Covid-19 restrictions. • Water drawn weekly thereafter. 	Prepare and maintain record of drawings of water.	Secretary	By 1.7.21 and thereafter on each drawing	On-going

Covid-19	Users and contractors could contract the infection while on the premises.	Risk of infection minimized through Covid-19 risk assessment and by adopting the measures set out in the Special Conditions of Hire.	1. Check levels of hand sanitizer and sanitizing materials provided for the use of hirers.	Secretary	Monthly	On-going
			2. Ensure signage remains in place (social distancing sign in lobby needs re-applying).	Chair/Secretary	Monthly	On-going
			3. Remind hirers of Covid-19 risk assessment and the Special Conditions of Hire.	Bookings Secretary	On hiring as necessary	On-going