

# Hale Village Hall New Forest (CIO)

Charity Registration Number 1175048



## RISK ASSESSMENT 2024

### Guide to Risk Assessment

This risk assessment has been compiled using data from previous assessments to date. Hazards have been categorised by location, activity and owner, and then individually risk-assessed for impact to relevant users

Risks have been assessed in the categories of impact, probability and exposure, and then mitigations to limit or remove risks have been identified.

Where necessary, target dates have been included for any measures identified to further reduce the level of risk.

This risk assessment to be reviewed annually.

Hale Village Hall Management Committee

**Date of review:**

November 2024

### Definitions

|                    | <u>High</u>   |                        | <u>Medium</u>   |                          |                              | <u>Low</u>   |  |
|--------------------|---|------------------------|---|--------------------------|------------------------------|--|--|
| <b>Impact</b>      | Risk of Death or serious injury<br>Risk of major damage to property<br>Risk of major financial loss |                        | Risk of moderate injury<br>Risk of significant damage to property<br>Risk of significant financial loss |                          |                              | Risk of minor injury<br>Risk of minor damage to property<br>Risk of minor financial loss |  |
| <b>Probability</b> | Certain or strong possibility that it will occur. Happened in the last 12 months                    |                        | Moderate chance of occurring. Known event but not regularly occurring.                                  |                          |                              | Unlikely or very unlikely to occur. Not known in the circumstances but possible.         |  |
| <b>Exposure</b>    | Will have severe adverse effects to persons or property. Needs immediate attention                  |                        | Attention needed to avoid risk escalation   |                          |                              | Tolerable risk   |  |
| <b>Activities</b>  | <u>Normal</u>   | <u>Cooking</u>         | <u>Sport</u>  | <u>Animals</u>           | <u>Utility</u>               | <u>Special</u>   | <u>Fire</u>  |
|                    | Normal hall social activities   | Cooking in the kitchen | Active running around hall including use of balls   | Dog training and similar | Activity involving equipment | Other activities not covered above   | Any specific activities categorised as a fire risk |

## Main Hall & Entrance Hall

|     | Date     | Hazard identified  | Further location details | Activity     | Owner  | Inherent Risk |             |          | Measures to mitigate risk, action required & comments  | Target date for remedial action | Date Completed |
|-----|----------|--|--------------------------|--------------|--------|---------------|-------------|----------|--|---------------------------------|----------------|
|     |          |  |                          |              |        | Impact        | Probability | Exposure |  |                                 |                |
| M1  | 19/11/24 | Flooring - slips, trips, falls                                       | Throughout               | Normal       | All    | Low           | Low         | Low      | Keep condition of floor monitored  | N/A                             | N/A            |
| M2  | 19/11/24 | Flooring - slips, trips, falls                                       | Throughout               | Normal/Sport | School | High          | Med         | High     | Proper supervision by school staff, restrict activities i.e. no ball games                         | N/A                             | N/A            |
| M3  | 19/11/24 | Burns from radiator  | Entrance hall only       | Normal       | Hall   | Low           | Low         | Low      | Cover to be considered. Remaining radiators have covers  | N/A                             | N/A            |
| M4  | 19/11/24 | Spillages  | Throughout               | Normal       | All    | Med           | High        | High     | Clean up when occurs and included in hire agreement  | N/A                             | N/A            |
| M5  | 19/11/24 | Walkways and fire exits blocked                                      | Throughout               | Fire         | All    | Med           | Med         | Med      | Keep clear - covered in hire agreement   | N/A                             | N/A            |
| M6  | 19/11/24 | Mops and cleaning materials stored away from walkways and fire doors | Entrance hall only       | Fire         | Hall   | Med           | Med         | Med      | All cleaning materials stowed properly in cupboard in entrance hall                                | N/A                             | N/A            |
| M7  | 19/11/24 | Electrocution from electrical switch gear                            | Throughout               | Utility      | Hall   | Med           | Low         | Low      | Electrics have been boxed and away from normal hirers  | N/A                             | N/A            |
| M8  | 19/11/24 | Shock from unsafe electrical equipment                               | Various                  | Utility      | Hall   | Low           | Low         | Low      | PAT test all portable electrical equipment   | N/A                             | N/A            |
| M9  | 19/11/24 | Children trapping fingers in doors                                   | All doors                | Normal       | All    | Med           | Low         | Low      | Hinge guards fitted to all doors   | N/A                             | N/A            |
| M10 | 19/11/24 | Hazards of sports activities in hall                                 | Main Hall                | Sport        | Hall   | High          | Low         | Med      | Proper supervision required at all times   | N/A                             | N/A            |
| M11 | 19/11/24 | Animals in the hall - disease, attack etc                            | Main Hall                | Animals      | Hirer  | Med           | Low         | Low      | Hirer responsible for management. Clean up covered in T&Cs   | N/A                             | N/A            |
| M12 | 19/11/24 | Ladder use   | Main Hall                | Utility      | Hall   | Med           | Low         | Low      | Ladder to be chained and notice provided to indicate used only by competent person and at own risk | N/A                             | N/A            |

## Kitchen

|    | Date     | Risk Description                               | Further location details | Activity     | Owner  | Inherent Risk |             |          | Measures to mitigate risk, action required & comments                            | Target date for remedial action | Date Completed |
|----|----------|--|--------------------------|--------------|--------|---------------|-------------|----------|--|---------------------------------|----------------|
|    |          |  |                          |              |        | Impact        | Probability | Exposure |  |                                 |                |
| K1 | 19/11/24 | Cuts and abrasions                             | Throughout area          | Normal       | Hall   | Low           | Low         | Low      | New first aid kit in cupboard in lobby, sign on cupboard door, checked regularly | N/A                             | N/A            |
| K2 | 19/11/24 | Burns etc to children using kitchen            | Throughout area          | Cooking      | School | Med           | Low         | Low      | Covered in school risk assessment  | N/A                             | N/A            |
| K3 | 19/11/24 | Burns etc to hall helpers/hirers using kitchen | Throughout area          | Cooking      | Hirer  | Med           | Low         | Low      | Covered in Hire Agreement and kitchen notices                                    | N/A                             | N/A            |
| K4 | 19/11/24 | Food quality problems - wrong storage          | Throughout area          | Normal       | All    | Med           | Low         | Low      | Kitchen notices provided   | N/A                             | N/A            |
| K5 | 19/11/24 | Food quality problems - wrong storage          | Throughout area          | Normal       | Hirer  | Med           | Low         | Low      | Kitchen notices provided and covered in Hire T&Cs                                | N/A                             | N/A            |
| K6 | 19/11/24 | Food quality problems - wrong storage          | Throughout area          | Normal       | School | Med           | Low         | Low      | Kitchen notices, plus regular school inspection protocols                        | N/A                             | N/A            |
| K7 | 19/11/24 | Food on hob catching fire                      | Hob                      | Fire/Cooking | Hall   | Med           | Low         | Low      | Fire blanket in prominent place near cooker                                      | N/A                             | N/A            |
| K8 | 19/11/24 | Scalds from hot water                          | Hot water boiler area    | Normal       | Hirer  | Med           | Low         | Low      | Covered in Hire Agreement and kitchen notices                                    | N/A                             | N/A            |

### Stairways and hallways (including rear lobby)

|    | Date     | Hazard identified   | Further location details | Activity | Owner | Inherent Risk |             |          | Measures to mitigate risk, action required & comments | Target date for remedial action | Date Completed |
|----|----------|---|--------------------------|----------|-------|---------------|-------------|----------|---|---------------------------------|----------------|
|    |          |   |                          |          |       | Impact        | Probability | Exposure |   |                                 |                |
| S1 | 19/11/24 | Fire risk from storage of combustible material under stairs | Ground floor             | Fire     | Hall  | Med           | Med         | Med      | Non-combustible items only under stairs               | N/A                             | N/A            |
| S2 | 19/11/24 | Burns from radiator   | Lower stairwell          | Normal   | Hall  | Low           | Low         | Low      | Cover to be considered                                | N/A                             | N/A            |

### Downstairs Committee Room, storage room and boiler room

|    | Date     | Hazard identified                           | Further location details | Activity | Owner | Inherent Risk |             |          | Measures to mitigate risk, action required & comments | Target date for remedial action | Date Completed |
|----|----------|---|--------------------------|----------|-------|---------------|-------------|----------|---|---------------------------------|----------------|
|    |          |   |                          |          |       | Impact        | Probability | Exposure |   |                                 |                |
| C1 | 19/11/24 | Breakage of low level glass in french doors | Both rooms               | Normal   | Hall  | High          | Low         | Med      | Glass is correctly kite marked                        | N/A                             | N/A            |
| C2 | 19/11/24 | Children trapping fingers in doors          | All doorways             | Normal   | All   | Med           | Low         | Low      | Hinge guards fitted to all doors                      | N/A                             | N/A            |
| C3 | 19/11/24 | Step into Committee room trip hazard.       | Committee Room           | Normal   | Hall  | Med           | Low         | Low      | Step extended, hazard tape to be placed on edge       | N/A                             | N/A            |
| C4 | 19/11/24 | Fire in boiler room                         | Storage room             | Fire     | Hall  | Med           | Low         | Low      | No flammable items in boiler room                     | N/A                             | N/A            |
| C5 | 19/11/24 | Scalds from hot water                       | Sink area from kettle    | Normal   | Hirer | Med           | Low         | Low      | Covered in Hire Agreement and kitchen notices         | N/A                             | N/A            |

### Toilets and changing room – Accessible Toilet upstairs, Ladies and Gents toilets downstairs, lower lobby and changing room toilets

|    | Date     | Hazard identified                  | Further location details | Activity | Owner | Inherent Risk |             |          | Measures to mitigate risk, action required & comments | Target date for remedial action | Date Completed |
|----|----------|------------------------------------|--------------------------|----------|-------|---------------|-------------|----------|---|---------------------------------|----------------|
|    |          |                                    |                          |          |       | Impact        | Probability | Exposure |   |                                 |                |
| T1 | 19/11/24 | Flooring - slips, trips, falls     | Throughout               | Normal   | All   | Low           | Low         | Low      | Keep condition of floor monitored                     | N/A                             | N/A            |
| T2 | 19/11/24 | Children trapping fingers in doors | All doorways             | Normal   | All   | Med           | Low         | Low      | Hinge guards fitted to all doors                      | N/A                             | N/A            |
| T3 | 19/11/24 | Burns from radiator                | Throughout               | Normal   | All   | Low           | Low         | Low      | All fitted with covers                                | N/A                             | N/A            |

## External spaces

|    | Date     | Hazard identified  | Further location details | Activity | Owner | Inherent Risk |             |          | Measures to mitigate risk, action required & comments                     | Target date for remedial action | Date Completed |
|----|----------|--|--------------------------|----------|-------|---------------|-------------|----------|---|---------------------------------|----------------|
|    |          |  |                          |          |       | Impact        | Probability | Exposure |   |                                 |                |
| E1 | 19/11/24 | Dog fouling in garden  | Garden                   | Normal   | Hall  | Low           | Low         | Low      | Keep dogs out of garden – signs on gates                                  | N/A                             | N/A            |
| E2 | 19/11/24 | Hazard risks in garden area, maintenance, weeding, gardening | Garden                   | Normal   | Hall  | Low           | Low         | Low      | Maintenance team made aware of risks, no tools to be left when unattended | N/A                             | N/A            |
| E3 | 19/11/24 | Parking outside hall - threat to users                       | Car park                 | Normal   | All   | Med           | Low         | Low      | Covered in Hall Hire T&Cs   | N/A                             | N/A            |
| E4 | 19/11/24 | Slips on external staircase                                  | Access stairs            | Normal   | Hall  | Low           | Low         | Low      | Non-slip treads with highlighted edges fitted                             | N/A                             | N/A            |
| E5 | 19/11/24 | Slips on patio area  | Patio slabs              | Normal   | Hall  | Low           | Low         | Low      | Textured slabs , fully drained to prevent pooling water                   | N/A                             | N/A            |

## General

|     | Date     | Hazard identified   | Further location details | Activity | Owner  | Inherent Risk |             |          | Measures to mitigate risk, action required & comments  | Target date for remedial action | Date Completed |
|-----|----------|---|--------------------------|----------|--------|---------------|-------------|----------|--|---------------------------------|----------------|
|     |          |   |                          |          |        | Impact        | Probability | Exposure |  |                                 |                |
| G1  | 19/11/24 | Issuing of medicine to hall users                                   | Various                  | Normal   | All    | Med           | Low         | Low      | No members of hall committee will issue medicines to hall users - inform all members of hall committee | N/A                             | N/A            |
| G2  | 19/11/24 | Safety of contractors working on premises                           | Various                  | Normal   | All    | Med           | Low         | Low      | Refer contractors to terms and conditions  | N/A                             | N/A            |
| G3  | 19/11/24 | Safety of volunteers working on premises                            | Various                  | Normal   | All    | Med           | Low         | Low      | Refer volunteers to terms and conditions   | N/A                             | N/A            |
| G4  | 19/11/24 | Evacuation procedures for large gatherings                          | Various                  | Fire     | School | Med           | Low         | Low      | Covered in school risk assessment  | N/A                             | N/A            |
| G5  | 19/11/24 | Evacuation procedures for large gatherings                          | Various                  | Fire     | Hirer  | Med           | Low         | Low      | Refer hirers to terms and conditions and notices   | N/A                             | N/A            |
| G6  | 19/11/24 | Risk of special equipment on one off basis - e.g. bouncy castle etc | Various                  | Normal   | All    | Med           | Low         | Low      | Hirer responsible for risk assessment and insurance  | N/A                             | N/A            |
| G7  | 19/11/24 | Manual handling of chairs, tables and stage etc.                    | Various                  | Normal   | All    | Med           | Low         | Low      | Trolleys have been provided where possible   | N/A                             | N/A            |
| G8  | 19/11/24 | Safety of chemicals used in hall                                    | Various                  | Normal   | Hall   | Med           | Low         | Low      | All chemicals locked away  | N/A                             | N/A            |
| G9  | 19/11/24 | Risk of injury to cleaner   | Various                  | Normal   | Hall   | Med           | Low         | Low      | Ensure cleaner is aware and provided with PPE  | N/A                             | N/A            |
| G10 | 19/11/24 | Fire alarm failure  | Various                  | Normal   | Hall   | Med           | Low         | Low      | Fire alarm tested weekly, Emergency lights monthly, Independent service on six monthly basis           | N/A                             | N/A            |
| G11 | 19/11/24 | Fire extinguishers fail   | Various                  | Fire     | Hall   | High          | Low         | Med      | Monthly condition check, plus annual service   | N/A                             | N/A            |
| G12 | 19/11/24 | Fire exits adequate for purpose                                     | Various                  | Fire     | Hall   | High          | Low         | Med      | Keep all fire exits free from obstruction (in T&Cs), checked weekly                                    | N/A                             | N/A            |
| G13 | 19/11/24 | Fire exits shut at night  | Various                  | Fire     | Hirer  | High          | Low         | Med      | Checklist provided to hirers   | N/A                             | N/A            |
| G14 | 19/11/24 | Gas system fault  | Various                  | Normal   | Hall   | High          | Low         | Med      | Gas system serviced on annual basis  | N/A                             | N/A            |
| G15 | 19/11/24 | Curtain fires   | Various                  | Fire     | Hall   | Med           | Low         | Low      | All curtains replaced with fire retardant material   | N/A                             | N/A            |

## Contractors

| Date | Hazard identified | Further location details | Activity | Owner   | Inherent Risk |             |          | Measures to mitigate risk, action required & comments | Target date for remedial action  | Date Completed |     |
|------|-------------------|--------------------------|----------|---|---------------|-------------|----------|---|--|----------------|-----|
|      |                   |                          |          |   | Impact        | Probability | Exposure |   |  |                |     |
| CT1  | 19/11/24          | Hot work                 | Various  | Fire  | Hall          | Med         | Low      | Low   | Contractor to be made aware of the need to notify Management Committee and provide evidence of their risk assessment before work starts, to ensure safe working procedures are followed. | N/A            | N/A |
| CT2  | 19/11/24          | Asbestos                 | Various  | Construction/<br>demolition                                       | Hall          | Low         | Low      | Low   | No evidence of asbestos in building  | N/A            | N/A |
| CT3  | 19/11/24          | Working at height        | Various  | Construction/<br>demolition/<br>decoration/<br>window<br>cleaning | Hall          | High        | Low      | Med   | Scaffolding to be erected to relevant standards. Contractor to ensure suitability and safety of all equipment prior to use, including ladders  | N/A            | N/A |