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For the community...by the community...

RISK ASSESSMENT FOR THE USE OF THE NORTH THORESBY VILLAGE HALL

1. Introduction

The parish council acknowledges its Duty of Care and the purpose of this document is to assess the risks associated for users of North Thoresby village hall and its facilities, and adopt measures to mitigate against any that are identified.

In the context of this document, “users” refers to anyone who has received official permission from the parish council for its use, for example but not limited to, hirers and their associated personnel and attendees, parish council members, parish council employees, and tradesmen/contractors employed by the parish council for a set purpose.

It is acknowledged that the users of this facility will consist of people from an extremely large range of ages and physical abilities, and the reasons for the use of the hall will be so varied as to make it impossible for the parish council to assess every risk associated with every activity. As such, this risk assessment is must be considered the very minimum measures that users must adopt, and the risks from tasks or activities specifically associated with their use of the hall must be assessed and mitigated against in the user’s own risk assessment. It should be understood that the users own risk assessment is ADDITIONAL to, and does NOT supersede this document in any way.

Where appropriate the Risk Assessment in appendix 1 acknowledges the applicable legislation under Further Information. Additional legislative guidance is taken from the Health & Safety at Work Act 1974, the Management of Health & Safety at Work Regulations 1999, and the Workplace (Health, Safety & Welfare) Regulations 1992

2. Methodology

This risk assessment (Appendix 1) adopts the HSE 5 Step protocol:

1. Identify the hazard
2. Identify who may be harmed and how

3. Evaluate the risk and decide on precautions
4. Record your findings and implement them
5. Review your risk assessment and update if necessary

It additionally follows the more detailed advice contained in Information Sheet 15, “Health & Safety Legislation and Village Halls” of the Action With Communities in Rural England (ACRE) available online at <https://acre.org.uk/publications-resources/#5>

It uses the standard 5x5 risk assessment matrix (Appendix 2)

3. Description of Building and Area

North Thoresby village hall is located in The Square of the village. It is a single story brick building with a tiled roof, constructed in 1929, modernised and extended at later dates with a medium sized conference room and toilets added. Normal ingress and egress is through 2 doorways, one at the front leading onto a lobby, that in turn leads into the kitchen area and thence a further doorway giving access to the rear of the building. There are 2 fire exits, one at the front of the building and one at the side that leads onto a grassed area. There are mature trees on the property that are inspected and maintained on a regular basis by a professional

It has a medium sized conference room and 3 toilets; a kitchen equipped with a cooker, hot water boiler, fridges, kettles et al. These are accessed from the lobby. The lobby also gives access on to a large room where functions can be held. Leading off from this is another small room currently used as an office and small room used as storage of tables, staging etc.

The hall is licenced for dancing for 130 (allowing for tables and chairs) and for 200 people closed seated.

There is a public toilet on the village hall grounds, but this has been closed and locked off for 3 years. There is no access, it is structurally sound and no associated risk assessment is required.

4. Assessment Team

Cllr Billy Buckenham – ex Offshore Safety Representative, Performing Authority and Area Authority under offshore Permit To Work systems

Mr Mark Wilson - Village Hall manager with extensive experience of the facility and COSHH

Cllr Vicky Marshall - Primary teacher certificated and experienced Safeguarding Officer

Appendix 1 – Risk Assessment

Hazard	Description of potential accident/injury/loss	Persons affected	Precautions/Controls already in place as mitigation	Risk Rating Factor=LxC			Further information/ Further control measures required
				Likelihood	Consequence	Factor	
Slips and trips	Persons may be injured if they trip over uneven floors, objects or slip on spillages etc.	Visitors Public Hirers Contractors Councillors Staff Lone workers	1) General good housekeeping is observed. 2) All areas are well lit. 3) Trailing leads or cables are moved or protected. 4) Staff keep work areas clear, e.g. no boxes left in walkways, deliveries stored immediately. 5) Users to mop up or report any spillages. 6) Village Hall manger assesses hall following overnight events to ensure facility is clean and safe to use. 7) Lone workers to advise council of their activity as per the parish council lone working policy 8) Parish council Health & Safety policy to be adhered to at all times	2	2	4	Village hall checks done on a weekly basis and any defects responded to in the appropriate manner.
Working at height	Falls from any height can cause bruising and fractures.	Volunteers, Contractors Councillors Staff Lone workers	1) Appropriate step ladder available for use if necessary. 2) Step ladders and platforms are appropriate for each task. 3) Lone workers to advise council of their activity as per the parish council lone working policy 4) Parish council Health & Safety policy to be adhered to at all times	2	2	4	The Work At Height Regulations 2005 Remove and dispose of inappropriate step ladders that may have been brought in to the building by contractors.
Manual Handling	Injury to self	Hirers Contractors Councillors Staff Lone workers	1) Users to not lift bulky/heavy or unwieldy items alone 2) ensure area is free of trip hazards and not restrictive to movement	3	1	3	The Manual Handling Operations Regulations 1992

Falling objects	Objects falling from height could cause damage or personal injury	Visitors Public Hirers Contractors Councillors Staff Lone workers	1) The hall is a single storey building and the internal and external condition monitored on a weekly basis 2) The mature trees in the grounds have a preservation order against them, are assessed by a professional on a 2 yearly basis, and the council follows any recommended maintenance advice from the expert	2	3	6	
Fire	If trapped, users of facility could suffer fatal injuries from smoke inhalation and burns.	Visitors Public Hirers Contractors Councillors Staff Lone workers	1) A fire risk assessment has been completed, and fire safety measures are in place. This is reviewed on an annual basis 2) The fire systems are checked on a weekly basis 3) An evacuation plan has been developed and "In Case of Fire" instructions posted on the hall notice board. Hirers are made aware of this 4) Smoke detectors are fitted and extinguisher type/ fire blanket sited appropriate to location 5) Regular checks are carried out to ensure escape routes and fire exit doors are not obstructed. Hirers to be made aware of the importance of this 6) A fire information box holding documents helpful to the fire service in an emergency has been sited outside the main door	1	3	3	1) The Regulatory Reform (Fire Safety) Order 2005 2) Appoint a "Responsible Person" 3) Review number and location of fire extinguishers
Other Emergencies	Users could be seriously injured as part of other types of emergencies, this could include power failure, flooding, civil disorder, structural damage, Bomb/ terrorist threat, adverse weather.	Hirers, visitors, contractors, volunteers, Councillors Staff Lone workers	1) A procedures plan is in place for dealing with other incidents. 2) Communication system in place to notify staff of an incident where appropriate. 3) Parish council Health & Safety policy to be adhered to at all times	1	3	3	

Increased risk due to occupancy level and/or failure to delineate responsibility	Increased risk and failure for any party to understand their responsibilities could lead to personal injury and/or damage to the facility that could in turn increase risks in unpredictable ways.	Public Hire Contractors	1) Hirers and users who are not currently council members must indicate their highest expected level of occupancy at any given time. 2) If the number of people in the hall is expected to be 100 or above at any time, the hirer must hold their own personal liability insurance 3) To avoid misunderstanding, the control measures are codified into the Hire Agreement and if requested by the council hirers must present a copy of the insurance to the parish council for inspection. 4) At the council's discretion, a specific Risk Assessment for the event may be required of the hirer so the council can follow due diligence concerning the hire of the hall for any event 5) Hirers are responsible for ensuring they have their own Safeguarding procedure and that this is adhered to.	1	3	3	
Epidemic, pandemic or significant upsurge in respiratory illness causing national concern	The vulnerable or those caring for the vulnerable could be at increased risk of contracting or passing on airborne viral infections	Hirers, visitors, contractors, volunteers, Councillors Staff	1) Users (including councillors) are required to assess the suitability of which room they hire/use being mindful that some in their group may have either high respiratory risk themselves or caring for someone vulnerable. 2) the council's duty of care is to its users, therefore it will adhere to government instructions as the minimum response, but monitor advice from the Independent SAGE to benefit from increased knowledge and faster response.	1	3	3	
Failure to spot hazards developing over time	Unpredicted hazards can develop over time can increase or give rise to a new hazard	Volunteers, Councillors Staff	1) Any accident , injury or near miss to be recorded in the incident book 2) Hirers to be advised that they must report any accident, injury or near miss that occurs during their hire to the hall manager	3	1	3	RIDDOR 1995 Review the incident book on a weekly basis

Equipment	Users could get electrical shocks or burns from using faulty electrical equipment. Volunteers or users (children) may also suffer injury from moving parts of equipment or unbalanced equipment.	Hirers, visitors, contractors, volunteers, Councillors Staff Lone workers	1) Work equipment assessed before purchase as to suitability for task 2) All new equipment checked before first use to ensure there are no faults and parts are secure, and added to the facility PAT test inventory. 3) Staff trained in use of equipment where necessary (use of manufacturers manual). 4) All staff encouraged to report defects in equipment immediately. 5) Defective equipment taken out of use and either repaired or disposed of. 6) Parish council Health & Safety policy to be adhered to at all times	1	2	2	The Electricity at Work Regulations 1989 1) Monitor 2) Hirers are made aware in the hall's Condition of Hire Agreement that they are responsible for the safe condition and usage of any equipment they bring to the facility
Cleaning	Users risk skin irritation or eye damage from direct contact with cleaning chemicals. Vapour from cleaning chemicals may cause breathing problems.	Volunteers Hirers Staff Councillors	1) Village Hall Manager ensures correct cleaning in all internal areas 2) Cleaning products replaced with milder alternatives where available. 3) Mops, brushes and protective gloves are provided and used. 4) Parish council Health & Safety policy to be adhered to at all times	1	2	2	1) Review COSHH assessments for cleaning. 2) Ensure chemicals are kept in the correct (labelled) containers. 3) Keep chemicals to a minimum if possible. carbon monoxide tests
Oil fired heating system	Hirers could suffer fatality or ill health due to a poorly maintained oil heating system.	Volunteers Hirers Staff Councillors	1) Domestic type oil boiler heats water and radiators. Annual checks carried out by registered engineer.	1	2	2	
Fridges & freezers	Risk of food contamination and to food hygiene in general	Volunteers Hirers Staff Councillors	1) Check register to be held and signed off by each user at end of use 2) Items to be PAT tested annually	1	2	2	The Food Hygiene (England) Regulations 2006 apply

Asbestos	Users carrying out normal activities, are at low risk providing the ACM is maintained in good condition. Asbestos only poses a risk if it is disturbed and fibres are released into the air and inhaled. Contractors carrying out maintenance around the buildings are most at risk of disturbing asbestos.	Staff Contractors	Asbestos survey carried out by UKAS accredited contractor, and available in the property office. Management plan in place. Asbestos register in place. Contractors notified of location of asbestos.	1	3	3	<p>The Control of Asbestos Regulations 2012 apply</p> <p>Check regularly for damage, where it is in high risk areas. If undisturbed it is safe. If required to remove at any point in the future a specialist UKAS accredited company is required to be hired for the job.</p>
Water systems (legionella)	Users of property could suffer from ill health due to poorly maintained water systems. Fatalities could occur were persons have higher susceptibility to infection.	Hirers, visitors, contractors, volunteers, Councillors Staff Lone workers	1) the village hall water system is small and all water systems are run regularly posing little risk 2) in the event of the hall being unused for more than a week, village hall manager to run all water systems to flush through following a 7 day cycle	1	3	3	Regularly check all cisterns to ensure they are covered
Safeguarding	Failure to have adequate safeguarding policies and procedures in place could expose children and/or vulnerable adults to risk of abuse or neglect	Visitors Volunteers Users	1) A safeguarding officer with appropriate training appointed 2) A safeguarding policy in place to mitigate against any risks				1) Add safeguarding to item 3 of the village hall hire agreement

Appendix 2 – Risk Matrix

		Consequence				
		Negligible 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Likelihood	5 Almost certain	Moderate 5	High 10	Extreme 15	Extreme 20	Extreme 25
	4 Likely	Moderate 4	High 8	High 12	Extreme 16	Extreme 20
	3 Possible	Low 3	Moderate 6	High 9	High 12	Extreme 15
	2 Unlikely	Low 2	Moderate 4	Moderate 6	High 8	High 10
	1 Rare	Low 1	Low 2	Low 3	Moderate 4	Moderate 5