

Risk assessment

This is the statement of general policy and arrangements for: Milton Keynes and Broughton Village Hall	
David Monk, Chair of Trustees has overall and final responsibility for health and safety	
Statement of general policy	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed during the first month of each calendar year.)
Provide clear instructions and information, and adequate training, to ensure volunteers and hirers are competent to use the equipment.	Trustees, volunteers and hirers given necessary health and safety instructions to enable them to use the equipment available during their hall hire. Trustees, volunteers and subcontractors are provided with appropriate training (including working at height) and personal protective equipment as appropriate to the activities they undertake at the hall and for events.
Engage and consult with Trustees on day-to-day health and safety conditions at the hall.	Trustees are updated and consulted on health and safety matters as they arise but are also involved in the annual review of health and safety documentation.
Implement emergency procedures – evacuation in case of fire or other significant incident.	Escape routes well signed and kept clear at all times.
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects.

Signed:	David Monk	Date:	
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This policy will be reviewed on an annual basis or when the need arises if sooner. It is noted that the charity does not have any employees so is not legally required to have a written policy but has decided to do so as best practice.

First-aid box is located:	Kitchen window sill
Accident book is located:	Kitchen window sill
Defibrillator is located:	By the red “telephone” box next to the Swan Inn on Broughton Road

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>

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Name: **Milton Keynes and Broughton Village Hall**

Date of risk assessment: **21 October 2023**

Hazard/Task	Risk to who/what	Risk Level	Precautions/Actions	Comments
Fire	Potential injury to persons on premises from fire and/or smoke inhalation	Low	<p>Fire Alarm system installed with smoke detectors in all rooms and push button call points at each exit.</p> <p>Emergency exits clearly signed (letters and pictures) and kept free of obstruction. Emergency doors open outwards with internal turn locks. Corridors are not used for storage purposes.</p> <p>Appropriate firefighting equipment (extinguishers and blanket) provided and maintained, checked in situ as part of logged inspections.</p> <p>Routes and exits have emergency lighting (regularly maintained) in case of failure of normal lighting.</p> <p>Emergency routes lead to places of safety outside of the building.</p> <p>Procedures in case of fire are listed on the notice boards (lobby and kitchen) and in each room at the hall and brought to the attention of users in the Conditions of Hire and the Hirer's Guide, in particular the need to contact the emergency services and report any instances to the Hall Coordinator or one of the named Contacts in the Hirer's Guide.</p> <p>Evacuation Assembly Point is at the far end of the car park</p> <p>Hirers' are required to keep within the maximum occupancy numbers of 100¹.</p> <p>No highly inflammable substances are allowed on the premises.</p> <p>No internal decorations of a combustible nature can be erected without Trustee approval.</p> <p>No auxiliary cooking or heating equipment is permitted to be used.</p> <p>No smoking on the premises.</p>	<p>Fire Alarm System installed in 2019 with twice yearly maintenance.</p> <p>Emergency doors should not kept locked during use.</p> <p>Fire equipment is inspected annually by a qualified contractor and certificate issued (Fire and Electrical Safety Limited)</p> <p>No smoking signs.</p>
Bombs and other explosive items	Potential injury to persons on premises	Low	<p>Emergency signage, routes and precautions as detailed under Fire.</p> <p>No storage in main premises of gas bottles, fireworks, or other explosive substances.</p>	
Building	Potential injury to persons on premises due to complete or partial building collapse	Low	<p>Building kept in good state of repair.</p> <p>Annual visual inspection and quinquennial inspection undertaken in October 2022.</p>	

¹ Insurance and licence purposes allows 120 people in the hall at anyone time.

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			When defects identified, implementation of repairs is based on potential risk.	
Main entrance area	Potential risk of injury due to lack of visibility, slippery conditions	Med	Outside lighting over main entrance works by sensor device to automatically switch on and off. Handrails provided along wheelchair friendly access.	
Outside surfaces	Potential injury to persons due to slippery or uneven surfaces.	Low	Ground covering is suitable for the purpose without dangerous holes or slopes (tarmac at the front, slabbed area around side of building, grass surfaces on field side) Outside lighting provided for visibility.	Outside lighting provided by external and internal hall lighting.
	Potential injury to disabled persons due to difficulty in gaining access to hall	Low	Gently sloped ramp for wheelchair access. Handrails provided on slope to aid access, particularly in icy and snow conditions.	
	Potential loss of participation by some users due to difficulty in gaining access to hall	Low	Gently sloped ramp for wheelchair access and those not able to easily use the front steps.	
Doors and Windows	Potential risk of injury due to falling out of windows, injury from doors, potential glass injuries	Low	Windows are located at a height that prevents people falling through them even when open. Windows can be safely opened and closed and locked to prevent unwelcome access to the hall. Window panes are not excessively large and are above waist height. Main entrance doors and a number of internal doors have visibility panels but no large glass areas.	Note: some external doors have battery operated alarms, which have been installed to reduce the risk of young children escaping without the knowledge of adults. These are used by the daily nursery (Head Start Day Nursery Limited) and it remains its responsibility to ensure these are maintained in working order for its purposes.
Storage areas	Potential fire risks	Low	No combustible items stored on the premises.	See also comments under other hazards.
	Potential injury to persons due to insecure storage racks and items not stored properly	Med	All items to be stored neatly so that items can be easily retrieved. Storage shelving is securely fixed to prevent it falling/toppling over. Heavy items are not stored on high shelves with the exception of the Tug-o-war rope which is used once per year for the Sports Day & Fete.	
Floors – inside	Potential injury to persons on premises due to slippery surface, holes or loose mats	Low	Floor design and coverings are suitable for their purpose without any dangerous holes or slopes. Floor coverings are provided to prevent slippery and uneven surfaces. Floor mat at main entrance is recessed into the floor, and are capable of absorbing water and dirt from users entering the building.	Main hall is a suspended wooden floor Committee Room floor is level concrete with carpet covering.

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			Existing floor levels result in the necessity for a step from the main entrance into the main hall, small hall and kitchen. Access from the main entrance into all other areas is on the level. All steps have contrasting marking on the step edge.	Kitchen and toilets have level concrete with washable non-slip surface. Other floor areas are level concrete with washable vinyl covering. A wheelchair ramp is provided to aid access to the main hall, small hall and kitchen.
Lack of ventilation	Potentially stuffy atmosphere and potential risk from any fumes	Low	Windows that open and close easily. Replacement Velux windows installed to Meeting Room, Kitchen, Ladies Toilets and Store Room, which will also improve general ventilation in building.	
Room temperature	Too high or too low temperature may result in an unacceptable environment Risk to building facilities in freezing conditions	Low Low	Thermostatic and clock central heating control. Windows that open and close easily. Heating system overhauled in 2005 with automatically controlled heating linked to external air temperature – thus reducing any risks from freezing conditions.	
Lighting	Inadequate lighting may increase the likelihood of accidents from slips, trips and falls. Lack of visibility in emergency circumstances for hall users	Low Low	Provision in all rooms, except internal cleaning cupboard and bar area, of natural light. Provision in all rooms and outside areas of artificial light. Provision of emergency lights. Emergency lights are checked monthly and recorded. In addition, a longer six monthly test is carried out.	Inspected by Fire and Electrical Safety Limited
Electricity	Loss of power for appliances needed by users. Potential injuries associated with damaged or inappropriate electrical installations.	Low Low	All circuits identified on fuse board. Annual electric appliance inspections (PAT) completed by qualified contractor and certificates issued. Appropriate electric circuit inspection and report completed by qualified contractor for Premises Licence in April 2019. Electrical conditions are stated in hirers' contracts.	Electrical wiring systems assessed by Fire & Electrical in April 2019 and remedial actions completed by Trevor Haycock in August 2019. Next inspection due December 2023.

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Pests (Ants, Mice, Wasps)	Potential health risk and food contamination	Low	Any occurrences of rodents or wasps should be reported to the Hall Coordinator/member of the Committee who will contact the appropriate pest control expert. All food should be stored in sealed containers.	Appropriate 12 month contract with pest control company – appropriate action is taken on seeing signs of pest or being notified by a hirer.
Exposure to chemicals and medicines	Potential risk of ingestion by children Potential risk of chemical contamination to persons and clothing	Low Low Med	No medicines are provided by the Trustees, nor stored in the first-aid box. Only “household” grade chemicals are provided for Village Hall hirers’ use in original containers. Cleaning cupboard, where chemicals are stored, has a lockable door to prevent access by young children. Chemicals are stored in a lockable cupboard and are on shelves above waist level to prevent young children from gaining access. Extreme care must be taken when retrieving chemical cleaning products to avoid any possible spillage. A pair of protective gloves, if required, is provided in the Cleaning cupboard.	In reducing the risk to young children gaining access to chemicals, there is a medium risk from chemical spillage on to persons accessing the lockable cleaning cupboard.
Electrical Appliances (cookers, kettles, extension leads, vacuum cleaner, Floor cleaner) (Refrigerator, freezer, dishwasher)	Potential injury to users due to electric shocks and incorrect usage. Potential risks associated with food safety due to incorrect temperatures and/or usage	Low High	All users are responsible for reporting any faults they encounter and should not use any appliance if a visual check indicates a fault (e.g. loose plug, cut cable). Any appliance with a defect is removed from use until repaired or replaced. Portable Appliance Testing is undertaken at appropriate intervals for each item. Hirers’ are responsible for checking that the refrigerator and freezer is operating at the correct temperature before use. Refrigerator thermometers are kept within the appliance; there is a freezer thermometer available and this is stored in the cutlery cupboard. Hirers’ are responsible for ensuring that any food that is served is heated to the correct temperature either using the microwave, oven and or ceramic hob.	Gas ovens and hobs were replaced with electric cookers in April 2020 to reduce the likelihood of harm from naked flames.
Tables and Chairs	Potential risk of injury when moving items and erecting tables and taking them down. Potential injury due to stacked chairs and tables falling over.	Med Low	Lightweight Gopak tables and chairs have been purchased to minimise manual handling risks. 12 small, 20 large and 16 low small Gopak tables are accessible in the Table and Chair Store. The small tables are stored in the shelving unit – these should be removed individually. There are 39 children’s chairs stored in the shelving unit.	See Manual Handling section too. Notices in Table and Chair Store re appropriate storage of all items. Chair trolley provided.

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	Potential of persons not being able to evacuate hall quickly due to chairs “all over the place”	Low	72 banquetting stackable chairs are also stored in this area in piles of either 8 or 7. A chair trolley is provided to reduce the risk from manual handling. There are clear photographs on the store’s door showing how to stack the furniture to allow maximum accessibility. Four small, lightweight tables are permanently in use in the Committee Room. These can be used in the main hall and small hall as necessary. Chairs and tables in hall not to be placed in front of emergency fire exits.	
Step Ladders	Potential risk to users due to condition and bulkiness Risks associated with working at heights, e.g. falls	Low	Step ladders are kept in good condition, with particular attention to the treads. Step ladders should be returned to their correct storage position. When using ladders ensure adequate help. Lightweight aluminium steps provided.	Notices on walls where ladders stored re storage and use. Label on ladders re use. Ladders are chained in place in the Storage Room.
Noise	Disturbance to neighbours and other users due to noisy activities in hall	Med	Hirer’s Conditions of Hire and Hirer’s Guide request users to respect neighbours and keep noise levels at an acceptable level. Closure of entrance doors and windows reduces the noise that can be heard outside.	
Scalding	Potential injury to persons	Med	Do not carry kettles across walk areas, fill teapots near the kettle. Fill washing up bowls/sinks with some cold water before adding hot water. A wall mounted hot water boiler is installed over the sink area to reduce the use of temporary surface mounted “Burco” boilers.	The Burco boiler is still used for the village fete owing to the number of hot drinks being made.
Slippery surfaces	Potential injury to persons	Low	Floor surfaces designed to reduce the potential risk (see Floors) Users need to take extra care in icy and wet conditions. Adequate cleaning equipment is provided and maintained to clear up any spillages.	
Falling objects	Potential injury to persons	Low	Hirers are requested to leave the hall in a clean and tidy condition with equipment stored away. No items are to be stored on tops of kitchen cupboards. No heavy items are to be stored in high cupboards. Step ladders are provided to use when necessary (e.g. for items on high shelves, replacing light bulbs) Users should ensure help is available if needed.	

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Slips, trips and falls	Potential injury to persons	Low	Hirers are requested to leave the hall in a clean and tidy condition with equipment stored away. There are no transparent surfaces. Internal steps marked in contrasting colour to improve visibility. Step ladders are provided and should be used when necessary with adequate help. Access to the loft area is via an un-railed wooden staircase within a restricted store room. At least two people MUST be in the store room before one person ascends the wooden stairs to gain access to the mezzanine floor and loft spaces.	A notice is hung on the staircase outlining this instruction.
Manual Handling	Potential injury to persons due to incorrect lifting	Med	Heavy items not to be stored above shoulder height. Step ladders should be used when necessary (e.g. for items on high shelves, replacing lights in main hall) Do not carry heavy items alone, ensure there is help available. Do not carry too many chairs at a time; make use of the chair trolley and ramp to easy movement. The provision of equipment takes account of the manual handling implications: <ul style="list-style-type: none"> - provision of lightweight tables and chairs - provision of aluminium step ladders - provision of aluminium wheelchair ramp 	Chair trolley and aluminium ramp provided
General unclean and untidy conditions	Potential risk of food contamination, ill health and potential injury to persons due to slips and trips.	Med	Weekly cleaning is carried out to ensure the hall is in a clean and tidy condition. Hirers' contracts require they leave the hall in a clean and tidy condition and cleanliness is checked for each private hire. Adequate cleaning equipment and chemicals are provided for all users. Paper towel disposal is provided by a lidded bin in the kitchen and a lidded bin outside. Hirers are requested in Hirer's Conditions of Hire and Hirer's Guide to remove their excess refuse from the Village Hall.	
Vehicles	Risk of personal injury when vehicles are entering and leaving the public car park	Low	Hall users with children should be aware of the possibility of vehicles at the side of the hall.	The majority of Hall users park their cars in the car park beside the hall. There is space alongside the Hall for loading and unloading.
Lone Working	No help on hand if injured. Abduction or abuse from third party.	Low	Notify someone of movements. Keep external Village Hall doors closed and locked whilst working alone to prevent entry by unauthorised persons. Arrange to meet visitors by prior appointment and keep contact details.	

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			Do not enter premises if you feel unsafe. Do not work at heights (e.g. on ladders, on roof) without adequate help.	