

Risk Assessment for The Croft Hall, Hungerford

1. Background

The Trustees decided to undertake a Risk Assessment of The Croft Hall, Hungerford to control the risks to people who use the Hall and are involved in its maintenance and upkeep.

The Trustees are all volunteers. Much of the repair and maintenance work at the Hall is undertaken by employed contractors or self-employed contractors who have responsibility for their own health and safety.

However, the Trustees decided that there are sound legal and business reasons to record the findings of the Risk Assessment and to take steps to make sure they are brought to the attention of those working or hiring the Hall for an event.

The Trustees undertook the Risk Assessment.

2. How was the Risk Assessment Undertaken?

Guidance in the Five Steps to Risk Assessment was followed using the HSE's web pages. In preparing this Risk Assessment, the following was considered:

1. Available safety and advice on the HSE's web pages for Community and Village Halls;
2. Walking around the Hall, car park and other areas noting things that might pose a risk;
3. Contact with Hirers of the Hall to learn from their experience and to get their views on health and safety;
4. Details of who could be harmed by the hazards and how were then recorded;
5. Controls were then recorded to manage the identified risks;
6. The findings of the Risk Assessment were put into practice and those who were responsible for doing what and by when were recorded. Each action was ticked off as and when completed, with the date recorded;
7. The Risk Assessment and the findings were discussed by the Trustees who decided to put in place all the additional risk controls.
8. The Trustees also decided that the Risk Assessment would be shown to all contractors doing jobs at the Hall and given to all Hirers of the Hall;
9. A copy of the Risk Assessment was put up in the Hall;
10. The Trustees decided to review the Risk Assessment every year or immediately if any changes occurred to the Hall or to the use of the Hall.

Name of Charity / Organisation:	The Croft Hall, Hungerford
Address of charity:	The Croft, Hungerford, Berkshire RG17 0HY
Review Date:	May 2021

	Hazards /Risks Persons Affected	Who might be harmed and how	What we are doing already	Likelihood (Low) (Seldom) (High)	Severity (Low) (Minor) (High)	Risk Rating 1-2 Low 3-4 Medium 5-8 High priority action	Additional Controls	Action by Whom?	Action by When?	Done
Car Park										
1	Slips, trips and falls	1. Volunteers and Hirers of the Hall and car park may suffer injuries such as fractures or bruising if they slip or trip over the car park surface and/or objects	1. Car park surface maintained to be even as much as possible 2. Parking available near Hall entrance for visitors with disabilities 3. External sensor-controlled lights	2	2	4	1. Surface to be inspected regularly	All Trustees Trustees to be regularly alert	Inspect at least monthly	
2	Vehicle Movement	1. Pedestrians could suffer serious injury if struck by cars entering/leaving the car park or moving in it	1. Entrance/exit to car park clearly marked 2. External sensor-controlled lights	2	2	4	1. Advise Hirers of the Hall via the Hall Hire Agreement whether they need to control car parking	All Trustees Trustees to be regularly alert	Inspect lighting works at least monthly	
Exterior – Footpaths										
1	Tripping and falling – inadequate lighting	1. Volunteers and Hirers of the Hall may suffer injuries such as fractures or bruising if they slip or trip over footpath and steps	1. Footpath and step surfaces maintained to be even as much as possible 2. External sensor-controlled lights	2	1	2	1. Surface to be inspected regularly	All Trustees Trustees to be regularly alert	Inspect at least monthly	
2	Risk of tripping overstep to entrance	1. Volunteers and Hirers of the Hall may suffer injuries such as fractures or bruising if they slip or trip entering Hall	1. Surfaces maintained to be even as much as possible	2	1	2	1. Surface to be inspected regularly	All Trustees Trustees to be regularly alert	Inspect at least monthly	

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Entrance Hall										
1	Slipping on wet floor	1. Volunteers or Hirers of the Hall may suffer injuries such as fractures or bruising if they slip or trip, eg spillages	1. Hall Hirers know via Hall Hire Agreement to clear up spillages immediately. 2. Mats at entrances to stop rainwater being carried in.	2	1	2	1. Surface to be inspected regularly	All Trustees Trustees to be regularly alert	N/A	
Main Hall and Equipment										
1	Incorrect moving of heavy items (e.g. chairs/tables)	1. People could suffer from back pain if they try to lift objects that are too heavy or awkward. 2. Volunteers or Hirers of the Hall could be injured by collapsing stacks of chairs/tables	1. Volunteers and Hirers of the Hall know that they must stack tables and chairs carefully, so they do not collapse. Chairs should be stacked no more than eight high 2. Special care to be taken when moving the piano on stage. Volunteers and Hirers should ensure that two people move the piano 2. Volunteers and Hirers of the Hall take care when lifting and consider help prior to lifting 3. Trolleys available to move heavy equipment and both volunteers and Hirers know where they are kept 4. Use low shelving for storing heavy items and only using high shelves for light items	2	1	2	1. No further action needed	N/A	N/A	
2	Electric shock from portable appliances	1. Volunteers or Hirers of the Hall may be at risk of electric shocks or burns from faulty equipment or installation	1. Fixed installation correctly installed and checked by qualified electrician and inspected regularly 2. All repairs undertaken by qualified electrician 3. Safety plugs in sockets 4. Portable equipment checked for visual signs of damage before use 5. Hall Hirers know they are responsible for any equipment used on site 6. All portable electrical equipment should be PAT tested for electrical safety at correct intervals and labelled with the date of the test 7. All electrical equipment must be operated in accordance with the manufacturers' instructions 8. Full electrical inspection and electrical certificate to be obtained at specified dates	1	4	4	1. Remind Hirers of the Hall that portable equipment considered unsafe should be marked and taken out of use 3. Trustees to display the latest electrical certification	All Trustees Trustees to be regularly alert	Inspect at least monthly	

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3	Slipping on wet floor	1. Volunteers or Hirers of the Hall may suffer injuries such as fractures or bruising if they slip or trip over objects	1. Volunteers and Hirers of the Hall know through the Hall Hire Agreement to clear up spillages 2. Mats at entrances to stop rainwater being carried in 3. No storage in corridors	2	1	2	1. Surface to be inspected regularly	All Trustees Trustees to be regularly alert	Inspect at least monthly	
4	Too many people	1. Overcrowding and potential risk to volunteers and Hirers of the Hall	1. Volunteers and Hirers of the Hall know through the Hall Hire Agreement of the maximum number of persons sitting/standing permitted through the Hall Licence issued by West Berkshire Council when booking the Hall 2. The Hall Licence issued by West Berkshire Council to be always displayed on the Hall noticeboard	1	2	2	1. Make sure Hirers of the Hall know of the stated number of persons authorised by Hall Licence issued by West Berkshire Council	All Trustees Trustees to be regularly alert	Ongoing	
5	Electric sockets (access by children)	1. Children may be at risk of electric shocks or burns from unprotected electric sockets	1. Safety plugs in sockets 2. Volunteers and all Hirers of the Hall to be made aware of the risks of children accessing the electric sockets	1	6	6	1. Make sure Hirers of the Hall know of the risk of children accessing electric sockets via the Hall Hire Agreement	All Trustees Trustees to be regularly alert	Ongoing	
6	Fire exits, blocked (either inside/outside)	1. If trapped volunteers or Hirers of the Hall could suffer fatal injuries from smoke inhalation and/or burns	1. Ensure that all fire exits are clearly labelled with up to date signage that adheres to current legal requirements 2. Ensure that all fire exits are not blocked and all work and accessibility is not restricted 3. Ensure that volunteers and all Hirers of the Hall are fully aware of the fire exits and need for them to be unlocked whilst on the premises and kept clear	1	4	4	1. Advise Hirers of the Hall via the Hall Hire Agreement of the location of fire exits and the requirements to keep them unlocked and clear whilst on the premises	All Trustees Trustees to be regularly alert	Ongoing	
7	Fire equipment not working	1. If trapped volunteers or Hirers of the Hall could suffer fatal injuries from smoke inhalation and/or burns	1. The fire extinguishers and other fire prevention equipment is tested in accordance with manufacturers' instructions and at correct intervals and labelled with the date of the test 2. Fire alarm testing carried out on weekly basis	1	4	4	1. Advise Hirers of the Hall via the Hall Hire Agreement of the location of fire extinguishers and fire prevention equipment	All Trustees Trustees to be regularly alert	Ongoing	

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8	Working at a height	1.Anyone working at any height could suffer injuries should they fall	1. Appropriate ladder and stepladder available for use. 2. Volunteers know how to use the ladder and stepladder safely 3. Hall Hirers to be made aware through Hall Hire Agreement that they are responsible for using the ladders and stepladder safely if needed 4. HSE guide on safe use of ladders downloaded and appended to Risk Assessment and available on noticeboards 5. HSE guide on safe manual handling downloaded and appended to Risk Assessment and available on noticeboards	2	4	8	1. No further action needed	All Trustees Trustees to be regularly alert	Ongoing	
9	Movable/ Portable steps to stage	1. Volunteers or Hirers of the Hall may suffer back pain if they try to lift the steps that are too heavy and awkward 2. Volunteers and Hirers to take extra precaution when using the movable steps to access the stage	1. Volunteers or Hirers of the Hall know that they must refrain from moving the steps without assistance and taking extra care when using the movable steps	2	2	4	1. No further action needed	All Trustees Trustees to be regularly alert	Ongoing	
Kitchen										
1	Specific issues arising from Kitchen operation	1. Potential injury to any kitchen user from countertop water boilers, use of kitchen implements including knives and other sharp tools. 2. Congestion in kitchen when the Hall is particularly busy	1. Instructions on the use of the countertop water boilers are displayed. 2. All implements are cleaned and returned to their allocated storage space when not in use 3. All fridge/freezers have a thermometer	1	4	4	1. Advise Hirers of the Hall via the Hall Hire Agreement of the need to take care and precautions when using the kitchen area and equipment	All Trustees Trustees to be regularly alert	Ongoing	

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Toilets										
1	Slipping on wet floor	1. Personal injury through slippage on wet floors	1. Volunteers and Hirers of the Hall know through the Hall Hire Agreement to clear up spillages immediately	2	1	2	1. Surface to be inspected regularly	All Trustees Trustees to be regularly alert	Inspect at regular intervals	
Maintenance & Storage										
1	Falls from ladders	1. Anyone working at any height could suffer injuries should they fall	1. Appropriate ladder and stepladder available for use. 2. Volunteers know how to use the ladder and stepladder safely 3. Hall Hirers to be made aware through Hall Hire Agreement that they are responsible for using the ladders and stepladder safely if needed	2	4	8	1. No further action needed	All Trustees Trustees to be regularly alert	Ongoing	
2	Working alone	1. Anyone working alone will be unable to summon emergency assistance or help promptly in the event of serious injury, sudden illness or personal threat	1. Lone working should be minimised or avoided where feasible 2. If working alone, ensure that someone is aware and contactable 3. If working alone, ensure that there is access to a mobile phone	2	1	2	1. No further action needed	All Trustees Trustees to be regularly alert	Ongoing	
3	Electric shock from appliances	1. Volunteers or Hirers of the Hall may be at risk of electric shocks or burns from faulty equipment or installation	1. Fixed installation correctly installed and checked by qualified electrician and inspected regularly 2. All repairs undertaken by qualified electrician 3. Safety plugs in sockets 4. Portable equipment checked for visual signs of damage before use 5. Hall Hirers know they are responsible for any equipment used on site 6. All portable electrical equipment should be PAT tested for electrical safety at correct intervals and labelled with the date of the test 7. All electrical equipment must be operated in accordance with the manufacturers' instructions 8. Full electrical inspection and electrical certificate to be obtained at specified dates	1	4	4	1. Remind Hirers of the Hall that portable equipment considered unsafe should be marked and taken out of use 3. Trustees to display the latest electrical certification	All Trustees Trustees to be regularly alert		

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4	Incorrect moving of heavy items (e.g. furniture)	1. Volunteers or Hirers of the Hall could suffer from back pain if they try to lift objects that are too heavy or awkward. 2. Volunteers or Hirers of the Hall could be injured by collapsing stacks of chairs/tables	1. Volunteers or Hirers of the Hall know that they must stack tables and chairs carefully, so they do not collapse. Chairs should be stacked no more than eight high 2. Volunteers or Hirers of the Hall take care when lifting and consider help prior to lifting 3. Trolleys available to move heavy equipment and both volunteers and Hirers know where they are kept 4. Use low shelving for storing heavy items and only using high shelves for light items	2	2	4	1. No further action needed	All Trustees Trustees to be regularly alert		
Stage										
1	Steps to stage	1. Volunteers or Hirers of the Hall may suffer injury if they fall from the steps	1. Volunteers or Hirers of the Hall must be made aware to take care when accessing the stage	2	2	4	1. No further action needed	All Trustees Trustees to be regularly alert		

Signatory 1: Name	Richard Fradgley, Trustee	
Signatory 2: Name	Chris Dodd, Chairman and Trustee	
Date:	25 May 2021	

Last reviewed: May 2021

Key

<p>Likelihood 1 = Unlikely (seldom) 2 = Possible (frequently) 3 = Probable (certain or near certain)</p>	<p>Severity 1 = Minor Injury (minor cuts and bruises) 2 = Significant Injury (serious injury, or incapacitated for 3 days or more) 3 = Major Injury (fatality or number of persons seriously injured)</p>	<p>Risk Rating 1 - 2 Low priority action 3 - 4 Medium priority action 5 - 8 High priority action</p>
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Risk Matrix	Severity		
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	1 – Minor Injury	2 – Significant Injury	3 – Major Injury
	(e.g. hazard can cause illness, injury or equipment damage but the results would not be expected to be serious)	(e.g. hazard can result in serious injury and/or illness, over 3-day absence)	(e.g. hazard capable of causing death or serious and life-threatening injuries)

1 – Unlikely (injury rare, though possible)	1 – Low	2 – Low	3 – Medium
2 – Possible (injury could occur occasionally)	2 – Low	4 – Medium	6 – High
3 – Probable (injury likely to occur, can be expected)	3 – Medium	6 – High	9 – Extreme