

BLEWBURY VILLAGE HALL RISK ASSESSMENT RECORD

#	Risk	Who is at risk?	Risk level	Action already taken	Further action required
1	Toppling of over-stacked chairs in Main Hall & Vale Room.	Staff and users of Main Hall and Vale Room.	Medium	Instruct all users not to stack chairs more than 5 high in public areas, unless they are stacked on purpose-built trollies.	General user guidelines to reflect this.
2	Toppling of incorrectly stacked tables in trollies in Main Hall and Vale Room.	Staff and users of Main Hall and Vale Room	Medium	Instruct all users to follow appended instructions	Regular check of table trollies
3	Starting fire and/or sustaining personal injury from use of electrical appliances in kitchen.	Hall staff and those providing bar or catering services for Main Hall functions.	Medium	Regular checks on the condition of appliances and their wiring. Instruct users to check that all appliances are switched off and, where possible and sensible, unplugged before leaving the Hall.	Conduct periodic checks of appliances.
4	Health risks from food stored in refrigerator.	Consumers of food stored in refrigerator.	Low	Hall hirers instructed that no food is to be stored in the refrigerator for any period outside the duration of their paid-for hiring hours.	General user guidelines to reflect this.
5	Health risks from leaving refrigerator door closed while switched off between periods of use.	Consumers of food stored in refrigerator.	Low	Sign instructing users to leave refrigerator door open after use. Consider leaving refrigerator switched on all the time as it is far more energy efficient than the previous model	Monitor use of refrigerator and reassess whether it should be left switched on when there is sufficient usage data.
6	Health risks from mould caused by condensation on kitchen walls/ceiling.	Hall staff and all users of the kitchen.	Low	The whole Hall including the kitchen was refurbished in 2020. All surfaces are new as is the extractor fan. Instruct hirers to use extractor fan when using electric urn or otherwise creating steam.	Conduct periodic checks of walls and ceiling.
7	Village Hall management held responsible for theft of or damage to vehicles parked in car park.	Hall management.	Low	Disclaimer notice prominently displayed near Main Hall entrance. Most of the car park was resurfaced in 2020 and parking spaces clearly marked over the whole parking area to lower risk of vehicle damage whilst parking. New CCTV system installed to deter vandalism.	Conditions of car park use to be displayed.
9	General fire risk.	Hall staff and all users of Village Hall.	Low	Regular maintenance of electrical installation, provision of alarms and extinguishers, display of Fire Action notices. Compliance with results of	Conduct periodic maintenance and safety inspections.

				Fire Inspections carried out as a condition of the Hall's Public Entertainment Licence. All electrical circuits have been replaced and certified as safe as part of the 2020 Village Hall refurbishment. A new multizone fire alarm system was also installed.	Instruct users to familiarise themselves with the fire safety equipment and procedures.
10	Personal injury through slippage on spilt drinks etc in Main Hall or Vale Room	All users of Main Hall and Vale Room	Medium	Ensure that hirers have the key/combination to access the appropriate tools and materials in the cleaning cupboard.	None
11	Personal injury when using scaffolding tower or ladders to replace ceiling lights in Main Hall.	Hall management and contractors	Low/Medium	This risk has reduced with the replacement of fluorescent lighting tubes with LED lighting throughout the Hall in the 2020 refurbishment. Replacement of lighting units to be carried out by qualified electrician. Scaffold towers to be erected and supervised by practised and competent team. Ladders to be used by practised and competent team.	Ensure at least two competent people are present when scaffolding tower, or cherry picker are used in the Hall.
12	Risk of tripping on cables when microphones are attached to audio system input sockets.	Attendees of events where the PA system is used.	Medium	Instructions in audio system user sheet. Minimise length of cable run from microphone/ wall socket, and tape loose cables to the floor.	Require all new users of the audio system to attend a brief training session on correct procedures.
13	Risk of damage to loudspeakers through incorrect use of AV system.	Hall management and all users of AV system	Medium	Risk reduced by installation of new AV system in 2020 refurbishment. Instructions on usage of the AV systems in both the Main Hall and Vale Room are available as part of the Hall user guidelines documentation. New users to be required to have instruction from Hall management before using the system.	Require all new users of the audio system to attend a brief training session on correct procedures. Conduct periodic equipment checks.
14	General risk of AV equipment damage/theft.	Hall management.	Medium	AV projectors are permanently hung from the ceiling and speakers are permanently fixed to the walls. Other equipment is housed in an equipment rack within a locked cupboard. Insurance policy updated to cover equipment theft.	Conduct periodic checks of equipment inventory.
15	Risk of exposure to asbestos.	Building contractors and others repairing or altering the fabric of the Hall.	Low	All remaining areas of asbestos risk removed by specialist asbestos removal contractors as part of 2020 refurbishment of the building.	None

16	Risk of Legionella developing in the water system	All users	Low	Internal pipework, sanitaryware and water heaters replaced in refurbishment of 2020. There is no stored cold water except in toilet cisterns. Heaters have been left switched on at max temperature since installation. Hall and water systems have remained in limited use despite lockdown with the Post Office remaining open and contractors often on site. Weekly water systems flushes instituted at the start of April 2021.	Water management plan to be implemented. Water heaters to have annual maintenance checks
17	Risk of tripping in unlit car park.	All users.	Medium	In a dark village, the car park is not lit. The only lights are security lights. Users to be aware and take appropriate measures to assure safety eg torches. Motion sensitive security lights have been added to the pathway at the rear of the Hall, which is used as an emergency fire exit.	Regular inspection of security lights.

Version control		
V1	CL and BG	January 2018
V2 Updated to reflect improvements in Hall infrastructure after 2020 refurbishment	BG	May 2021