

Exminster Victory Hall

Bringing Exminster Together

RISK ASSESSMENT

This Risk Assessment covers the use of the Victory Hall and Annexe by all Hall Hirers and employees of the Victory Hall Trust.

Note that the Risk Assessment does not specifically cover the use of the Annexe as a Coffee Shop, and all Regular Hirers should also have their own Risk Assessment specific to the activities which they undertake in the Hall or Annexe.

HAZARDS/RISK		GROUPS AFFECTED	CONTROLS
<i>Risk #</i>	<i>Nature of the hazard or risk.</i>	<i>The group of people who are at risk from the Hazard identified.</i>	<i>Controls and any additional actions required.</i>
1	Fire and smoke	All Hall users	<ul style="list-style-type: none"> • No smoking policy in the Hall. • No naked flames/candles to be used without prior approval. • Smoke detectors, and fire alarm system installed, and regularly serviced. • Fire extinguishers, and regularly serviced. • Emergency evacuation plan published.
2	Fire safety: cooker hob	Kitchen users	<ul style="list-style-type: none"> • All users provided with instructions for use of equipment. • Fire blanket in kitchen. • Fire extinguisher in kitchen.
3	Burns/scalds from oven, microwave and hot water geyser	Kitchen users	<ul style="list-style-type: none"> • All users provided with instructions for use of equipment
4	Scalding from hot drinks	All Hall users	<ul style="list-style-type: none"> • Drink servers to be made aware of risk and to advise others
5	Poisoning/injury from cleaning fluids	All Hall users but especially young children	<ul style="list-style-type: none"> • All cleaning materials are to be stored according to COSHH regulations in the cleaner's room which is locked.

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			<ul style="list-style-type: none"> No materials to be left in kitchen or toilets. Cleaning materials in Cleaners cupboard stored at height
6	Slip hazard	All Hall users	<ul style="list-style-type: none"> All spillages to be cleaned up immediately Wet floor signage to be displayed
7	Trip hazard from stairs to stage	Persons going on to or off the stage	<ul style="list-style-type: none"> Non slip tread on each step.
8	Fall hazard from stage	Persons on the stage	<ul style="list-style-type: none"> All stage Users to take care at stage edge. Children not to be allowed on stage unless closely supervised.
9	Hazard from material falling from stage	Persons in the Hall near stage	<ul style="list-style-type: none"> No material/equipment/chairs to put near front of stage
10	Trip hazard from obstructions within the Hall	All Hall users	<ul style="list-style-type: none"> Hirers/keyholders/helpers to keep watch to avoid hazards
11	Injury from carrying heavy equipment such as tables and chairs	All Hall users Employees	<ul style="list-style-type: none"> Perform dynamic risk assessment prior to moving and handling. Only adults to move heavy equipment and only within permissible limits. Chairs in main Hall only stacked 6 high. Chair truck to be used to move stacks of chairs.
12	Electric shock hazards from faulty equipment/appliances	All Hall users Employees	<ul style="list-style-type: none"> All equipment used by the public to be PAT tested annually, other equipment every two years.
13	Electrical shock hazard from interference with electrical sockets	Children	<ul style="list-style-type: none"> Children to be supervised at all times to ensure no tampering with electrical sockets.
14	Electrocution whilst using stage lights.	Stage users	<ul style="list-style-type: none"> Only trained users are to use the stage lights.
15	Slipping on ramp at rear exit.	All Hall users	<ul style="list-style-type: none"> Ramp has anti slip surface

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16	Asbestos hazard in fabric of building	Anyone maintaining the Hall	<ul style="list-style-type: none"> Anyone working on the fabric of the Hall are to be briefed on presence of asbestos. Hazardous areas are marked. Asbestos Survey available for inspection.
17	Accidents when using materials or working at height	All Hall users Employees	<ul style="list-style-type: none"> Correct use of stepladder. No lone working. Materials not to be stored above shoulder height (recommendation of Manual Handling Operations Regulations 1992).
18	Doors - Finger trapment, and the opening of doors from Hall into corridor and hitting someone	All Hall Users	<ul style="list-style-type: none"> All users to exercise care when opening doors.
19	Legionella	All Hall Users	<ul style="list-style-type: none"> Risk is low as there is no standing water
20	Hinged loft hatch in Annexe could open and hit someone if they were standing under it.	All Annexe Users	<ul style="list-style-type: none"> Retaining nut and bolt added to existing bolt. Anyone using the loft to ensure that bolt is secured with nut and bolt in position when they have closed the hatch.
21	Doorway between Annexe and main corridor is uneven and someone could trip	All Annexe and Hall Users	<ul style="list-style-type: none"> Non slip tape has been fitted as a temporary measure to ensure no loose edges. Long term action is to install a door bar when floor in Annexe is re-laid.

Amendment Log

Date Approved by Trustees	Changes Made By	Changes in this version
Draft	Kevin Smith and Miriam Smith	Draft Issue for comment
12 June 2018	Kevin Smith	Reviewed by Trustees 12 June 2018 and published.
11 June 2019	Kevin Smith and Miriam Smith	Risk numbers added. New risks #20 and #21 added, and #7, #8 and #12 updated.