

## Fairlight Village Hall HSE Risk Assessment

	What are the Hazards?	What might be harmed and how?	What precautions have been taken?	What further action is necessary?	Action by whom?	Action by when?	Recorded done
1.	<b>Slips, trips and falls</b> Eg uneven surface of car park, cleaning floors etc.	Users of the hall and car park may suffer injuries such as fractures or bruising if they slip, eg on spillages or trip over objects	<ul style="list-style-type: none"> <li>• Car park surface maintained to be as even as possible.</li> <li>• Parking spaces for visitors with disabilities available next to hall entrance.</li> <li>• Good lighting in car park and all rooms and corridors in hall.</li> <li>• Automatic lighting in key areas</li> <li>• Users know (through hire agreement) to clear up spillages immediately and know where equipment for this is kept.</li> <li>• Mats at entrances to stop rain water being carried in.</li> <li>• Users know (through hire agreement) no storage in corridors.</li> <li>• Users know (through hire agreement) no trailing electrical leads/cables without appropriate covers.</li> </ul>	Accident book	n/a	n/a	n/a

## Fairlight Village Hall HSE Risk Assessment

	What are the Hazards?	What might be harmed and how?	What precautions have been taken?	What further action is necessary?	Action by whom?	Action by when?	Recorded done
2.	<b>Work at height</b> Eg changing light bulbs, cleaning windows, putting up decorations etc.	Anyone working at any height could suffer injuries, possibly very serious ones, should they fall.	<ul style="list-style-type: none"> <li>Commercial firms should follow their own HSE procedures. Private Hirers are responsible for their own safety when working at height. Reference should be made to the HSE guidance note – see Note 1 below .</li> <li>Hall committee members and cleaners know how to use the stepladder safely through reference to document in Note 1 below.</li> </ul>	None	n/a	n/a	n/a
3.	<b>Vehicle movement</b>	Pedestrians could suffer serious injury if struck by cars entering/leaving car park or moving in it.	<ul style="list-style-type: none"> <li>Entrance/exit to car park clearly evident.</li> <li>Not a large car-park and hence we do not consider necessary to have car controlling marshals' except where there is an overspill car parking on the road.</li> <li>Car park well lit.</li> </ul>	none	n/a	n/a	n/a

## Fairlight Village Hall HSE Risk Assessment

	What are the Hazards?	What might be harmed and how?	What precautions have been taken?	What further action is necessary?	Action by whom?	Action by when?	Recorded done
4	<b>Hazardous substances</b> Eg cleaning products	The cleaner, and others cleaning, risk skin problems, eg dermatitis and eye damage, from direct contact with cleaning chemicals. Vapour may cause breathing problems.	<ul style="list-style-type: none"> <li>Hirers are told they must not use cleaning chemicals other than washing up liquid (supplied by the Hall's cleaners)</li> <li>All cleaning other than vacuum, brushing and wiping down with clean water shall be undertaken the caretaker or professional cleaners</li> </ul>	None	n/a	n/a	
5	<b>Electricity</b>	Users risk electric shocks or burns from faulty equipment or installation.	<ul style="list-style-type: none"> <li>Fixed installation correctly installed by qualified electrician and inspected regularly.</li> <li>All repairs by qualified electrician.</li> <li>Portable equipment checked for visual signs of damage before use.</li> <li>Hall users know they are responsible for any equipment used on site and brought on to site.</li> <li>Hire terms required users if portable equipment is considered unsafe to report immediately.</li> </ul>	None	n/a	n/a	n/a



## Fairlight Village Hall HSE Risk Assessment

	What are the Hazards?	What might be harmed and how?	What precautions have been taken?	What further action is necessary?	Action by whom?	Action by when?	Recorded done
6	<b>Stored equipment</b>	Users could be injured by collapsing stacks.	Tables and chairs are stacked. Hire agreement requires Hirers to ensure that tables are stacked in Boiler room and that chairs must not be stored more than 4 high. Other storage is in designated cabinets	None	n/a	n/a	n/a
7	<b>Manual handling</b>	Users may suffer back pain if they try to lift objects that are too heavy or awkward.	There is no such heavy equipment that requires moving.	None	n/a	n/a	n/a
8	<b>Asbestos</b>	Staff, and others, carrying out normal activities at very low risk. Asbestos only poses a risk if fibres are released into the air and inhaled. Maintenance workers are most at risk.	The roof of the main Hall is of Asbestos material. Any contractors working on it must be informed.	None	n/a	n/a	n/a
9	<b>Noise</b>	Users of the Hall when over-loud music is played and neighbours	All music should cease by 11 pm other than at New Years Eve. This must be mentioned in the Hirers agreement	None	n/a	n/a	n/a

## Fairlight Village Hall HSE Risk Assessment

	What are the Hazards?	What might be harmed and how?	What precautions have been taken?	What further action is necessary?	Action by whom?	Action by when?	Recorded done
10	<b>Protection of children from Kitchen, and Boiler Room</b>	Any unaccompanied children.	<ul style="list-style-type: none"> <li>Prohibit children from entering the Boiler Room.</li> <li>Prohibit unaccompanied children from entering the kitchen'</li> <li>Fix signs to the Kitchen door stating "Children in the Kitchen Must be Supervised. " and to the Boiler Room door stating "No Children Allowed".</li> </ul>	Check signs are present.	n/a	n/a	n/a
	What are the Hazards?	What might be harmed and how?	What precautions have been taken	What further action is necessary?	Action by whom?	Action by when?	Recorded done
11	<b>Fire</b> From Combustible Materials Electrical fire due to overloading of electrical sockets or using incorrect or faulty appliances	Any persons in the Halls i.e. Staff, contractors, users if trapped Major damage to the buildings	<ul style="list-style-type: none"> <li>Fire risk assessment</li> <li>Fire instructions in place</li> <li>No smoking policy in place</li> <li>Electrical checks on all portable electrical appliances</li> <li>Security lighting in place</li> <li>Exit signs in place</li> <li>Good standards of housekeeping, ensuring no</li> </ul>	Up to date fire assessment		Dec 22	

## Fairlight Village Hall HSE Risk Assessment

What are the Hazards?	What might be harmed and how?	What precautions have been taken	What further action is necessary?	Action by whom?	Action by when?	Recorded done
		build-up of flammable materials.				
12	<b>Covid</b>	Any persons in Halls	See Separate risk assessment. This would only apply during a surge in infections or during a lock-down.	n/a	n/a	n/a
	<b>Affiliated Clubs</b>		All clubs should have their own Risk Assessment tailored to their own needs.	Ensure all clubs know this. Copy to be linked to this assessment		

Note 1 Link to HSE guide to Safe us of ladders and stepladders. <https://www.hse.gov.uk/work-at-height/ladders/types-of-ladder.htm>