



St Ippolyts Parish Hall

Building Risk Assessment

Background

The management committee agreed at the committee meeting held on 24/01/2024 to produce an up to date risk assessment of the Parish Hall to control the risks to people who used the hall and were involved in its maintenance and upkeep.

The management committee did not have a legal requirement to record the findings of this risk as fewer than five people work at the hall. Much of the repair and maintenance work at the hall is done by self-employed workers, who have responsibility for their own health and safety, as well as for other issues like the hours they work and their financial and tax arrangements.

The management committee decided that there were sound legal and business reasons to record the findings of the risk assessment, and to take steps to make sure that they were brought to the attention of those working or holding an event in the hall and to review and update the risk assessment on a regular basis.

The Secretary of the management committee did the risk assessment.

How was the risk assessment done?

The Secretary followed the guidance in *Five steps to risk assessment* (www.hse.gov.uk/pubns/indg163.pdf).

- To identify the hazards, the Secretary:
 - Looked at HSE's web pages for free health and safety advice and guidance for small businesses;
 - Walked around the hall, car park and other areas with another member of the management committee, and a regular user of the hall, noting things that might pose a risk; and
 - Spoke to other users of the hall, with the Caretaker and to people who had done jobs at the hall, to learn from their experience and to get their views on health and safety.
- The Secretary then wrote down who could be harmed by the hazards and how.
- They wrote down what controls were in place to manage these risks and then compared these to the guidance on HSE's website.
- They put the findings of the risk assessment into practice, writing down who was responsible for doing what, and by when. They decided to tick off each action when it was completed, and to record the date when it was done.

The Secretary discussed the findings with the management committee. The committee decided to put in place all the additional risk controls the Secretary had suggested. They also decided that the risk assessment would be shown to new Caretakers and Cleaners as part of their induction. All users are provided with a copy of 'Important Information for Health and Safety' highlighting key points relevant to those hiring the hall.

The management committee agreed to review the risk assessment every year, or immediately if any changes occurred to the hall or how the hall was used.

Date of last review: 13/03/2024

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Slips, trips and falls 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"> • Car park surface maintained to be as even as possible. • Parking spaces for visitors with disabilities available next to hall entrance. • Good lighting in car park and all rooms and corridors in hall. • Users know (through hire agreement) to clear up spillages immediately and know where equipment for this is kept. • Mats at entrances to stop rain water being carried in. • No storage in corridors. • No trailing electrical leads/cables. • Notice to be put out on wet/mopped floors 	<ul style="list-style-type: none"> • Surface to be inspected regularly and repaired as necessary. The gravel/stone in the car park is topped up approximately every 5 years • Weeds removed periodically • Consideration is currently being given by the committee to upgrading the existing accessible parking facility and work is planned for completion in 2024 	Committee	Inspect three monthly Agree plan	
			<ul style="list-style-type: none"> • The Hall cleaner is responsible for selecting appropriate cleaning products and methods 	Cleaner		
Work at height 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"> • Appropriate stepladders securely stored and not made available to hall users. • Hall users know (through hire agreement) that they are responsible for providing their own access equipment and using it safely. • Hall committee members, volunteers, Caretaker and Cleaner know how to use the stepladders safely. 	<ul style="list-style-type: none"> • Print copies of HSE guidance on safe use of stepladders and make available to those who may use the stepladders. 	Caretaker		
			<ul style="list-style-type: none"> • Stepladders to be visually checked before and after each use and issues are to be reported to the caretaker and the stepladder taken out of use if appropriate. 	Committee/ Caretaker		
			<ul style="list-style-type: none"> • Consider implications for work at height of any future alterations to the hall. 	Committee	As needed	

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Vehicle movement	Pedestrians could suffer serious injury if struck by cars entering/leaving car park or moving in it.	<ul style="list-style-type: none"> Entrance/exit to car park clearly marked. Car park well lit by 4x floodlights on timers Waste collection is manual – the waste truck does not access the hall driveway – the waste company collect and return the bins by hand The old entrance door/fire escape is not in general use and is monitored by an alarm as it opens onto the access drive 	<ul style="list-style-type: none"> There have been no known previous issues with vehicular access. The access road is single track and the relatively confined area has meant there have been no issues relating to speed of traffic or vehicle movements. 			
			<ul style="list-style-type: none"> Advise users of hall, through hire agreement, to consider whether they need to control car parking. 	Committee		
Hazardous substances 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"> Mops, brushes provided. Cleaner provides own gloves Where possible cleaning products marked 'irritant' replaced with milder alternatives. Cleaner provided with guidance on how to use products safely, eg follow instructions on the label, dilute properly and never transfer to an unmarked container. Cleaning products stored securely. 	<ul style="list-style-type: none"> Cleaner provided with an induction and familiarised with relevant Health & Safety hazards and materials used in the course of cleaning 	Caretaker		
Electricity	Users risk electric shocks or burns from faulty	<ul style="list-style-type: none"> Fixed installation correctly installed by qualified electrician, and inspected regularly. Main inspection is carried 	<ul style="list-style-type: none"> Building users are to report any issues to the committee/caretaker for action 	Building Users		

	equipment or installation.	<p>out every 5 years. PAT testing is carried out annually.</p> <ul style="list-style-type: none"> All repairs by qualified electrician. Portable equipment checked for visual signs of damage before use. Hall users know they are responsible for any equipment they bring on site. 	<ul style="list-style-type: none"> Remind users that portable equipment considered unsafe should be marked and taken out of use. 	Committee/user agreement		
Stored equipment	Users could be injured by collapsing stacks.	<ul style="list-style-type: none"> Users informed by existing signs that they must stack tables and chairs carefully so that they do not collapse Most chairs are on wheeled racks, tables are stored in frames on wheels. 	<ul style="list-style-type: none"> Sign to limit height of stacked chairs and ensure chairs are stacked safely 	Caretaker/Users		
Manual handling	Users may suffer back pain if they try to lift objects that are too heavy or awkward.	<ul style="list-style-type: none"> Trolleys available to move heavy equipment and users know where they are kept. 	<ul style="list-style-type: none"> No further action needed 			
Asbestos	Caretaker, Cleaners and others, carrying out normal activities at very low risk. Asbestos only poses a risk if fibres are released into air and inhaled. Maintenance workers are most at risk.	<ul style="list-style-type: none"> Building is generally in good repair, there is no obvious damaged material which may contain asbestos. Asbestos may be present in inaccessible/concealed locations 	<ul style="list-style-type: none"> An Asbestos Management Survey was undertaken on 8 April 2024 to determine whether asbestos is present in the building. The report indicates no asbestos is present in the areas that were able to be accessed/there is no current risk to users of asbestos. If hall is ever demolished or refurbished, asbestos should first be removed by specialist contractors. 	Committee		
Fire	If trapped, workers or users could suffer fatal injuries from smoke inhalation/burns	<ul style="list-style-type: none"> Fire risk assessment done, see www.communities.gov. uk/fire and necessary action taken. Assessment is reviewed and updated annually 	<ul style="list-style-type: none"> Ensure the actions identified as necessary by the fire risk assessment are done. 	Phil Byford		