

BRANDESTON VILLAGE HALL

RISK ASSESSMENT FOR ACTIVITIES UNDERTAKEN

Introduction

The village hall at Brandeston is a single storey brick built building with a tiled sloping roof. The building was built in 2005 and comprises a kitchen, main hall area where functions are carried out, toilets, a secondary meeting room that can be partitioned off the main hall and a balcony outside.

Standards of maintenance at the hall are high and there is little within the fabric of the building to cause any serious concern with respect to health and safety. There is no asbestos in the premises and no other materials that are liable to present risks to health.

There is no gas in the village and the equipment in the kitchen is electrical. Fixed wiring is tested every 5 years and all portable appliances are tested annually or in accordance with the guidelines specified by the Health and Safety Executive.

All high level work is undertaken by suitably competent persons and volunteers from the village – when high level lamps require changing this is done with the use of a suitably erected tower scaffold. The electric circuits are isolated before any work is undertaken and there is always at least 2 persons present when work at height is carried out in order that suitable action can be taken in the event of an emergency. This is also the case for accessing walls and ceiling areas for painting or repairs to sound systems etc.

No hazardous chemicals are used and aerosols and flammable liquids are kept to the minimum and are removed from the hall or stored in a locked cleaner's room when not required.

Fire

Fire provision is suitable for all activities being carried out. The following precautions are in place for fire purposes

- Fire extinguishers are placed at suitable locations around the building. In the event of a fire, the organisers of the event must ensure that all persons leave the building immediately and that the alarm is raised with the emergency services being contacted. Persons should only fight fires if they have received suitable training and feel confident that they are competent to use the equipment. Fire instructions are provided to all hirers and users of the building.
- Fire extinguishers are checked monthly and are inspected on an annual basis by a competent company. A fire blanket is available in the kitchen.
- Emergency lighting is provided and this is tested at regular intervals – monthly flick tests and annual drain test.
- Emergency signage is adequate and is placed around the building. There are adequate means of escape which are kept unlocked or unobstructed when the hall is in use.
- There are smoke detectors and a fire alarm panel. The panel and smoke detectors are inspected and tested on an annual basis by a competent person and the alarm is tested on a regular basis from a different call point each time. Every call point is tested within a 3 month cycle. No smoking is allowed anywhere in the hall.
- All organisers of events are advised of the precautions to take in the event of a fire and the fire assembly point which is in the field immediately outside of the hall.

First Aid/Accidents

Suitably stocked first aid boxes are provided for use in the event of an accident. While some of the organiser's maybe first aid trained, it is not essential so long as the person in charge of the event is aware of the correct procedures to follow in the event of an accident or illness.

All accidents need to be reported and recorded but this must be done in accordance with the Data Protection Act 2018 and the General Data Protection Regulations 2018. Under no circumstances should personal data be entered onto a form or into an accident book which can be read and seen by persons other than those appointed/registered to keep such information.

Any incident which occurs that results in an accident report being completed will be investigated and action taken to minimise the chance of it occurring again will be taken.

Hazards

It is a requirement that organisers of events report any perceived hazards which could cause injury or loss. Hazards must be reported to the committee as soon as possible – if the hazard is one which could cause a serious injury, action must be taken to prevent this happening. The area will be provided with barriers and warning notices. If necessary the activity will be stopped until remedial action has been taken.

Young Persons

Persons working with young persons and children will be DBS checked or be supervised by someone who is. Where possible, hot drinks will not be taken into the general hall areas when children and young person's events are being run such as play groups in order to prevent burns and injury. Extra care will be taken when hot drinks are carried or drunk in the hall areas. The door leading into the kitchen will be kept closed and children will not be able to come into contact with hot surfaces and items such as cookers and kettles.

If cooking lessons in the kitchen are being carried out, full supervision of young persons and children will be undertaken.

Where the activity requires equipment to be used, the children and young persons will be fully supervised so that the chance of accidents occurring are minimised. If this involves sport on the field, it is the responsibility of the organiser to provide equipment in good condition.

Activities being carried out

It is the responsibility of the organiser of any event to conduct that event in accordance with safe operating principles for that activity. For instance where keep fit exercises are being undertaken such as Pilates, the organiser must ensure that persons involved are given safe procedures so that injuries are minimised. They are also responsible for stopping persons attending should they have any concerns about their health.

Where the activity requires any equipment to be used, it is the responsibility of the organiser to check the equipment before use and to stop the use of the equipment if it is not safe.

Brandeston Village Hall is responsible for any tables and chairs that are provided and the equipment for moving the tables and chairs. All users will be advised of the safe way of using this equipment. Again if defects are identified with the equipment, this will be reported as soon as possible.

Slips, trips and falls

The Village Hall is kept clean and tidy and the floor are maintained to be slip free so that all activities can be carried out without fear of slips and falls. It is important that organisers of keep fit etc ensure persons have the right footwear to minimise the chance of a slip occurring during their exercises.

If any of the activities causes a spillage of liquid, oil, grease etc. this should be cleared immediately in order to prevent accidents.

Where the spillage cannot be cleared immediately the cleaners should be advised so that suitable action can be taken which will prevent further incidents.

Similarly if any floor surface becomes slippery or presents a tripping hazard, this should be reported.

Risk Assessment

The Village Hall is well maintained as described above. With these practices in operation the risk to persons using the premises is very low from the fabric and equipment in the building. All organisers of events are aware of the precautions to be taken and no activity present risks that cannot be catered for at the village hall.

The following activities are undertaken all of which present low risk to the users and to the hall.

Yoga – main risk from strains and sprains and tripping on the yoga mat.

Pilates – main risk from strains and sprains and tripping on the yoga mat

GLOW – main risks from slips and trips when dancing – care must be taken when dancing to avoid other persons and the walls of the hall

Beavers – children between 6 and 8 under supervision – main hazards come from the activities being organised with organisers having enough adults for supervision.

Coffee am – no significant risk apart from spills of coffee or tea and possible scalding from boiling water.

Mothers and toddlers – no significant risk as this is mainly a meeting with no unaccompanied children and activities on the floor of the hall. Main risk is probably from slips, trips and falls.

Whist – no significant risk from the activity – main issue is the assembly and removal of whist tables.

Framlingham Camera Club – no significant risks as this is a general meeting

Film Club – This is where films are shown once a month. The main risks to persons at the film club are from fire and from hot drinks but there are suitable precautions in place for fire – see above. Suitable seating is put out using the Village Hall equipment.

Table tennis – the table tennis tables are erected in the hall – the main risks to persons playing are from slips, trips and falls or collisions with other persons or walls. All players should wear suitable footwear to minimise the risk of a slip.

Brandeston Art Group – no significant risks – the main risk will be possible from spilt materials during painting causing slips and falls. None of the paints will present risks to health from contact

Petanque – a game similar to Bowls but the French version. This is played on a special surface outside of the hall and the risks to any person’s health or safety are minimal. The main risks are from dropping a boule or slipping on the surface of the playing area.

Pop-up Pub – since the closure of the Queen, a pop-up-pub has been organised by some of the villagers that meets once a month in the hall where food and drinks are sold with the profits being given to charity. Numbers attending are well below the maximum number allowed for fire purposes and a separate fire risk assessment has been completed. The main hazards are broken glasses and there is adequate equipment to clear up. The catering is subject to FSA requirements to prevent hazards from undercooked meats etc for persons using the pub. Separate requirements for food handling have been included in a separate document – Procedures for food handling.

With suitable precautions in place as detailed above, the level of risk from all activities listed will be low.



Tim Randell CFIOSH, MIRM

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