




Brockenhurst Village Trust
Village Hall General Risk Assessment

Health and safety law poster is displayed at (location)	Main Lobby Notice Board
First-aid box is located:	All Kitchens
Accident book is located:	Hall Office – Open 9-1pm each weekday

Company name: **Brockenhurst Village Trust**

Date of risk assessment: May 2021

Risk Assessment Completed BySarah Neller.....Reviewed.....26th April 2022.....

Signature:..........Valid for:.....12 mths.....



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What are the hazards?	Who might be harmed and how?	What are we already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Covid	Staff, Volunteers, Users	Good hygiene practices, regular cleaning with anti-viral/bacterial cleaners Maintaining good ventilation when Centre is busy Continued use of hand sanitizer in the lobby area with notices to encourage good hygiene practices.	Monitor infection rates and latest guidance from the UK Government	Manager	Ongoing	March 2022
Slips, trips and falls Eg uneven surface of car park, cleaning floors etc.	Staff and users of the hall and car park may suffer injuries such as fractures or bruising if they slip, e.g. 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 rainwater being carried in. ■ No storage in corridors. ■ No trailing electrical leads/cables. 	■ Surface to be inspected regularly and repaired as necessary	Manager	Six Monthly	Feb 2022
			■ Check that hall cleaner knows which products to use on which type of floor.	Manager	Yearly	March 2022
Work at height E.g. 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, commercial stepladder securely stored and available for use. ■ Hall users know (through hire agreement) that they are responsible for using the stepladder safely. ■ Hall committee members and cleaner know how to use the stepladder safely. 	■ Print copies of and make available to those who may use stepladder.	Manager	Laminated copy available with ladders – check Yearly	Checked 2021
			■ Monitor system in place for checking condition of stepladder.	Manager	Ongoing	
			■ Consider implications for work at height of any future alterations to the hall.	Manager	Ongoing	



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What are the Hazards	Who might be harmed and how?	What are we already doing?	Do you need to do anything else to control this risk?	Action by whom?	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. ■ For large events, parking controlled by marshals wearing high-visibility vests. ■ Car park well lit. ■ Skip/recycling collection takes place at times when hall not in use. 	Apply 5 mph speed limit in car park and put up signs	Trustee		Complete
			Advise users of hall, through hire agreement, to consider whether they need to control car parking.	Manager /Bookings Assistant	Ongoing/ Monthly Check	
Hazardous substances E.g. cleaning products	The cleaner, and others cleaning, risk skin problems, e.g. dermatitis and eye damage, from direct contact with cleaning chemicals. Vapour may cause breathing problems.	<ul style="list-style-type: none"> ■ Mops, brushes and strong rubber gloves provided. ■ Cleaning products marked 'irritant' replaced with milder alternatives. ■ Cleaner trained to use products safely, e.g. follow instructions on the label, dilute properly and never transfer to an unmarked container. ■ Cleaning products stored securely. 	Cleaner reminded to check for dry, red or itchy skin on hands and, if finding any, to go to doctors for advice and to tell the secretary to the management committee.	Caretakers & Cleaners	Ongoing/ Monthly Check	
Electricity	Users risk electric shocks or burns from faulty equipment or installation	<ul style="list-style-type: none"> ■ Fixed installation correctly installed by qualified electrician and inspected regularly. ■ All repairs by qualified electrician. ■ Safety plugs in sockets. ■ Portable equipment checked for visual signs of damage before use. ■ Hall users know they are responsible for any equipment used on site 	Make sure hall users know where the fuse box is and how to switch supply off in an emergency.	Manager	3 yearly	April 2021
			Remind users that portable equipment considered unsafe should be marked and taken out of use	Manager /Bookings Assistant	Ongoing	
Stored Equipment	Users could be injured by collapsing stacks	<ul style="list-style-type: none"> ■ Users know that they must stack tables and chairs carefully so that they do not collapse 				
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. 				