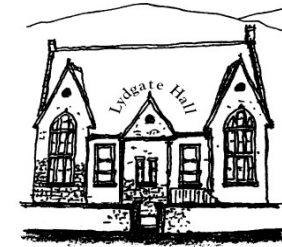


Lydgate Community Association



Establishment: Lydgate Parish Hall	Assessment by: Julie Whitehead / Jennifer Greenwood	Date: 3rd February 2023
Task / Process / Environment / Equipment Being Assessed: General Hall Risk Assessment	Approved by:	Date:

What are the hazards to health, safety and the environment? (eg heavy box, fuel delivery)	Who or what might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Any further action required? Action by whom/when?	Date completed
Injury due to Slips, Trips and Falls in the Hall Grounds	Hall hirers and users, general public using the grounds	2	2	4	-External surface condition monitored and repaired when deemed necessary. -External lighting in use. Monitored and repaired/replaced when required.	N/A	N/A

Injury due to Slips, Trips and Falls inside the Hall	Hall hirers and Users	2	2	4	<ul style="list-style-type: none"> -Good lighting in all areas of the hall. -Hall floors cleaned weekly by cleaning staff with all products and equipment clearly labelled as to usage. -Users know (through Hirers' agreement) to clear up spillages immediately and where cleaning equipment is located. -Absorbent carpeting covers the whole area at main entrance to stop rain water being carried in. -No storage is allowed in corridors. -There are no trailing electrical wires/cables. -Spillage signs available and used if floor is damp or wet. 	N/A Equivalent carpeting will be purchased by LCA for side entrance and rear exit areas when decorating completed in these areas.	N/A Dec 2023
Working at Height	Maintenance providers, volunteers.	2	4	8	<ul style="list-style-type: none"> -No hirers have access to ladders and should not Work at Height. -Most maintenance is completed by external contractors who use their own equipment. -Ladders available in the hall are safely stored and locked away and are only used by responsible volunteer adults. -Ladder use is very infrequent and users are asked to inspect the ladders before use. 	<ul style="list-style-type: none"> -Users to be issued with HSE guidance on the subject? -LCA Trustees to look at ladders and discuss their usage and suitability. -Ladder check sheet? 	Summer 2023
Hazardous substances	Hall cleaners and hall users mopping spillages	2	2	4	<ul style="list-style-type: none"> -No Hazardous Substances used for cleaning, so no COSHH risk assessments required. -Cleaners asked to inform the LCA Trustees if any issues arise. -For hall users cleaning up spillages, only hot water and general purpose cleaner are required and available. 	N/A	N/A
Contamination from unclean surfaces	Hall users	2	2	4	<ul style="list-style-type: none"> -All hall users encouraged to clean up after themselves. -Cleaners come in weekly to clean the building. -All cleaning equipment is colour-coded for usage. -Adequate equipment available at all times. -Spillage signs available and used when required. -There is weekly monitoring of the building by Trustees. 	N/A	N/A

Infection/Infestation from accumulated rubbish	Hall users	1	2	2	<ul style="list-style-type: none"> -Users are requested to not leave any food in waste bins. -Bins are emptied at least weekly, more often if required. -No nappies from baby change are left on the premises. Signage is in place requesting this. -Female hygiene bins are emptied monthly by professional services. -External bins are put out and emptied by OMBC in accordance with their timetable. 	N/A	N/A
Injury from unsafe storage of resources and equipment	Hall users	2	3	6	<ul style="list-style-type: none"> -Storage assessment recently undertaken by Trustees, and new storage is currently under construction for some hall users. This means that some users are currently sharing storage areas which is less than ideal. -All hall hirers have allocated storage areas, some in side rooms which are lockable and secure. -No items are stored on top of storage cupboards. -Exits are kept clear of stored items at all times. 	Trustees to revisit this and provide advice when the new storage is available.	Summer 2023
Back Injury from lifting/Manual Handling	Hall Users	2	3	6	<ul style="list-style-type: none"> -There are no heavy items delivered to, stored or moved in the hall. -If the need arose for a heavy item to be moved, a trolley would be located and all people concerned would be reminded of good handling techniques. 	N/A	N/A
Injury due to emergency episode	Hall Users	2	3	6	<ul style="list-style-type: none"> -Fire procedures/Emergency Evacuation procedures in place. These have been given to all regular hall users and a copy is in full view on the wall of the main hall. -An assembly area has been identified in front of the White Hart next door. -Emergency Lighting is fitted in the hall and is illuminated at all times. - All doors in the hall are Fire Doors. 	N/A	N/A

First Aid	Hall Users	1	2	2	-There are 4 First Aid boxes available on the premises, in the main hall, small hall, office and kitchen. -These are updated annually on 4 th May. -This is stated in the Hirer Agreement and they are sited in prominent positions so that they are accessible to all hall users.	N/A	N/A
Electrical equipment or installation	Hall Users	2	3	6	-All electrical equipment PAT tested every 2 years. Last done 2022. -Electrical Installation check carried out every 5 years. Last done 2022. Documentation in file on window ledge of main hall. -All urgent items on report addressed.	N/A	N/A
Gas Installation	Hall Users	2	3	6	-Gas switched off to the cooker when not in use. -Central Heating Boiler maintenance checks conducted annually. Documentation in boiler room. -New boiler installed October 2022.	N/A	N/A
Asbestos	Hall Users	1	4	4	-Survey completed in 2010. -All asbestos removed at that time.	N/A	N/A
Legionella	Hall Users	2	3	6	-Due to the full programme of hall usage, all water sources are used at least weekly. -Cleaners run taps and flush toilets during their weekly cleaning routine.	N/A	N/A
Fire	Hall Users	2	3	6	-Fire Risk Assessment carried out September 2022. This has been passed down to all hall hirers. -Annual update of the Fire Risk Assessment handed down to hall hirers at their annual September review.	N/A	N/A

REVIEWS: Original February 2023

DATE OF REVIEW:	REVIEWED BY:	COMMENTS:
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DATE OF REVIEW:	REVIEWED BY:	COMMENTS:
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RISK MATRIX

The matrix below is used to calculate risk based on likelihood x severity (higher scores indicating higher levels of risk). The resulting score is used to calculate risk ratings and to determine whether additional safety management measures are required to further reduce remaining risk to an acceptable level.

Any risk rating in the red area indicates significant risk which would need to be further controlled before proceeding

	SEVERITY				
LIKELIHOOD	Insignificant	Minor	Moderate	Major	Catastrophic
Very unlikely	1	2	3	4	5
Unlikely	2	4	6	8	10
Possible	3	6	9	12	15
Likely	4	8	12	16	20
Very likely	5	10	15	20	25

KEY: SEVERITY OF HARM			
	Severity	Description	Persons at risk
1	Insignificant	Non or insignificant injury / illness / loss	1
2	Minor	Minor injury / illness / loss minor first aid required	up to 5
3	Moderate	Injury / illness / loss – reportable to the HSE	up to 10
4	Major	Major injuries / severe incapacity – reportable to the HSE	up to 25
5	Catastrophic	Fatality / severe incapacity	25 or more

IMPORTANT
When calculating the risk, the number of persons exposed and the frequency of exposure to risk must be taken into account
Risks that calculate as high MUST have further control measures put into place that reduce the risk BEFORE the activity is carried out
Medium risk factors should have more control measures introduced where possible to reduce the risk to the lowest possible risk
Staff MUST be prohibited from undertaking medium to high risk activities for which they have not received appropriate training
The risk assessment must be signed by the risk assessor or the person in authority managing the activity concerned

Lydgate Community Association

Lydgate Parish Hall Risk Assessment

I have been made aware of, read and understood

NAME / SIGNATURE	DATE	RISK ASSESSMENT(S) READ & UNDERSTOOD