

RISK ASSESSMENT; ST ARVANS MEMORIAL HALL

Date of Assessment – 4 April 2022

What are the hazards?	Who might be harmed and how?	What are we currently doing to reduce/avoid risk?	What further action is necessary?	Action by who?	When?	Completed
Traffic	Users of the hall and car park may suffer injuries if struck by a car.	<ul style="list-style-type: none"> Level access from dedicated parking is available for disabled persons. Good lighting in car parks Proposals awaited for re-surfacing During periods of heavy use overflow parking organised off site Sign stating that children are playing is erected 	<ul style="list-style-type: none"> Surface to be inspected regularly Repairs carried out as necessary As Above One way traffic system evaluated in 2015. No planned action Liaison with users as appropriate None 	<p>Committee</p> <p>Committee</p> <p>Committee</p> <p>Booking Sec</p>	<p>6 monthly</p> <p>As necessary</p> <p>Autumn 2020</p> <p>As appropriate</p>	<p>March 2017</p> <p>As necessary</p> <p>As necessary</p> <p>As necessary</p>
Slips, trips and falls e.g. Uneven surface of car park, during cleaning floors, spills etc.	Users of the Hall may suffer injuries arising from falls and collisions with equipment.	<ul style="list-style-type: none"> Grab rails fitted where steps required to enter hall All equipment has designated storage, no equipment is stored in corridors or on hall floors Chairs allocated to designated storage areas Any trailing cables must be secured with tape, or preferably run overhead. Only the cleaner washes the hall floor 	<ul style="list-style-type: none"> None New regular users to be advised of storage availability None Booking sec to advise <p>Cleaning schedule in place with new cleaner.</p>	<p>Committee/Booking sec</p> <p>Booking Sec.</p> <p>Committee</p>	<p>As required</p> <p>As required</p> <p>As required</p>	<p>As required</p> <p>As required</p> <p>As required</p>

Working at heights	Users of the hall could sustain serious injury as a result of a fall from height	<ul style="list-style-type: none"> Extendable kite marked ladder available for access to lighting bars, loft. Protocol for access to loft storage i.e. Loft out of bounds without permission from committee member 	<ul style="list-style-type: none"> Protocol to be revised as necessary 	Committee	As necessary	As necessary
		<ul style="list-style-type: none"> All maintenance work contracted out to specialists 	<ul style="list-style-type: none"> Continue protocol 	Committee	As necessary	As necessary
Hazardous Substances	Cleaner and other users may be injured by contact with hazardous substances	<ul style="list-style-type: none"> All potentially hazardous cleaning materials kept secure Protective gloves worn by cleaner when utilising cleaner COSHH documents available from cleaning company 	<ul style="list-style-type: none"> Any changes to cleaning materials by cleaning company will require Committee approval and COSHH docs. obtained 	Committee/cleaning Company	As required	As required
Electricity	Users are at risk of shock or serious injury from faulty or damaged installations Fire resulting from short circuit or overheating	<ul style="list-style-type: none"> Hall rewired to current IEE standards All electrical work carried out certified electrician PAT testing carried out annually by certified electrician. Lighting reviewed annually. 	<ul style="list-style-type: none"> All new electrical installation work to be carried out to current IEE regulations. 	Committee	As necessary	As necessary
		<ul style="list-style-type: none"> New cupboard fitted to house electrical equipment 	<ul style="list-style-type: none"> Motion switch fitted in rear porch. None 	Committee		April 2020
		<ul style="list-style-type: none"> Full 5 year electrical inspection carried out. 	<ul style="list-style-type: none"> None 			April 2020 March 2017 January 2017

Storage of Equipment	Falling objects and collapse of stacked items could result in injury to hall users	<ul style="list-style-type: none"> • Designated storage zones and cages for storage of chairs/tables. Users advised by notices to replace in correct locations. • Loose chairs removed from front porch. 	<ul style="list-style-type: none"> • Booking sec to advise new users via terms and conditions 	Booking sec.	As necessary	As necessary March 2017
Manual Handling	Users/Committee members may suffer back or other injury when handling heavy or awkward loads	<ul style="list-style-type: none"> • No heavy objects require movement other than stage extension. Committee members only to erect • Chair trolley provided for movement of chairs • Tables stacked on trolleys for movement 	<ul style="list-style-type: none"> • No action necessary • No action necessary • Any new equipment to be assessed for manual handling concerns and information notices provided 	Committee	As necessary	As necessary
Fire	Users/committee members may suffer burns, smoke inhalation or death from fire	<ul style="list-style-type: none"> • Adequate number of fire blankets and extinguishers available • All fire equipment tested annually by Capital Fire Co. • Sufficient fire exits available • At public meetings, users are advised of fire escape procedures by person in charge • Emergency lighting fitted 	<ul style="list-style-type: none"> • Keep up to date with legislation 	Committee	As required	As required

Kitchen	Users/committee members may suffer burns/scalding, cuts from damaged glass	<ul style="list-style-type: none"> All electrical equipment PAT tested annually All kitchen equipment, glasses, cutlery stored in purpose-built cupboards Signs affixed for hot water and surfaces 	<ul style="list-style-type: none"> Keep up to date with legislation Regular checks to be carried out by committee Users and cleaner to report any breakages etc. Signs to be renewed if necessary 	Committee/contractor All crockery/cutlery replaced Users and Cleaning Company to report to Booking sec/Committee member Committee	As required As needed	March 2020 As required
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CVID 19 Addendum

The following features of the Risk Assessment were added to conform with Welsh Government CV19 Guidelines in August 2021. On March 28th 2022, all restrictions pertaining to the hall were lifted. Adherence to the following advice is no longer mandatory. However, if individual hirers/group members wish to operate to the standards laid out below, the hall facilitates this with sanitising equipment etc.

What are the Hazards?	Who Might Be Harmed & How?	What Are We Currently Doing to Reduce/Avoid Risk?	What Further Action Is Necessary?	Action By Whom?	When?	Completed?
Social Distancing in the main halls	Members of committee and all hall users may suffer CV19	<ul style="list-style-type: none"> Social distancing is no longer a requirement in the hall. Each hirer may work with the numbers that are comfortable for you and your group members. It is recommended that the marked one way system continues to be used. It is recommended that good ventilation is maintained i.e. open windows/doors. Keep a register of attendees 	<ul style="list-style-type: none"> Keep up to date with latest government guidelines Hirers to report to the committee (via booking secretary) any problems in meeting these requirements 	Committee members Booking Secretary Hirers.	3 weekly as per WG news	Before hiring resumed.

Cleaning	As Above	<ul style="list-style-type: none"> Professional cleaning is carried out weekly to an agreed specification Sanitising equipment/materials are available in both halls. Whilst not compulsory to sanitise all tables, chairs door knobs etc it may be such that groups feel more comfortable doing so. All cloths to be removed from the hall after use. 	<ul style="list-style-type: none"> Check and maintain all sanitising materials weekly. 	Committee	On-going	
Kitchen	As Above	<ul style="list-style-type: none"> Any crockery and cutlery used to be washed in hot soapy water, dried and replaced in designated cupboards Clean down all surfaces before leaving the kitchen Use own tea towels All cleaning materials supplied by the hall 	<ul style="list-style-type: none"> Hirers 	Hirers	On-going	
Toilets	As Above	<ul style="list-style-type: none"> Users of the toilets to spray sanitise toilet seat and basin 	<ul style="list-style-type: none"> Dispensers to be provided 	Hirers Committee	On-going	