

# Lazonby Village Hall

## Risk Assessment

January 2024

### Entrances and Exits

Nature of Hazard	Score	Who could be harmed and how?	Action already taken	Further action advised	Responsible person(s)
Slips, trips and falls	Low	<p>Hall steps at rear fire exit extend onto pavement - risk of trips by users and pedestrians.</p> <p>A-frame could pose tripping hazard to passers by or hall users.</p> <p>Ladders stored in fire exit corridor.</p>	<p>Immediate exit lit if in use. Step edges painted white to enhance visibility.</p> <p>A-frame to be positioned against wall if in use.</p> <p>Ladders to be secured on wall of corridor.</p>	Paint to be reapplied as worn away	<p>LVH Committee</p> <p>LVH Committee</p>
Fire	Low		See fire risk documentation		
Hazardous substances (including cleaning fluid, asbestos etc.)	Low	Accidental poisoning or burn from cleaning materials.	No hazardous substances to be stored in these areas.	Monitor	All users
Injury	Low	<p>Glass cabinet in porch has regular glass cover - risk of injury to hall users or passers by if broken.</p> <p>Risk of injury to children or vulnerable adults exiting onto roads.</p>	<p>Catch available on internal hall doors to reduce the risk of unsupervised exit.</p>	<p>Monitor for signs of damage. Remove or replace with safety glass.</p> <p>Highlight risk when showing new hirers around. Add clause into hirer's guide.</p>	LVH Committee

Work at height	Low	Changing light bulbs and hanging baskets requires use of ladders.	Safe step ladders available and monitored for condition.	Warning notices to be displayed if working behind closed doors	LVH Committee Cleaner
Noise	Low	Disturbance to neighbours	Users advised to exercise consideration and keep external doors closed.		All users

### Foyer and Toilets

Nature of Hazard	Score	Who could be harmed and how?	Action already taken	Further action advised	Responsible person(s)
Hazardous substances (including cleaning fluid, asbestos etc.)	Low	Accidental poisoning or burn from cleaning materials.	No hazardous substances to be stored in these areas.	Monitor	All users
Work at height	Low	Changing light bulbs requires use of ladders.	Safe step ladders available and monitored for condition.	Warning notices to be displayed if working behind closed doors	LVH Committee Cleaner
Electricity	Low	Risk of electrocution if operating light switches with wet hands.	Hand drying facilities provided	Maintain	LVH Committee
Injury	Low	Risk of collision with disabled toilet door opening outwards.		Warning signs 'please take care when opening door' to be added inside toilet.	LVH Committee
	Medium	Risk of burns from very hot water.		Warning signs 'hot water' to be added to sinks.	
Slips, trips and falls	Low	Flooring could get slippery if wet.	Rubber backed mats purchased for main door. Cleaner to display wet floor sign as needed.	Monitor	LVH Committee Cleaner
Fire	Low		See fire risk documentation		

## Main Hall

Nature of Hazard	Score	Who could be harmed and how?	Action already taken	Further action advised	Responsible person(s)
Slips, trips and falls	Low	Flooring could get slippery if wet. Sports and dance group users at slightly higher risk.	Floors cleaned regularly and users required to clean up spills promptly. Mop and brushes readily available.	Monitor	LVH Committee Cleaner All users
		Risk of running into radiators and cupboard standing proud of walls.	Sports activities limited to those that are appropriate for hall environment.		
		Steps up to stage and/or light controls	Child safety gate at bottom of stairs. Hand rail on both sides of steps.	Monitor	All users
Hazardous substances (including cleaning fluid, asbestos etc.)	Low	Accidental poisoning or burn from cleaning materials.	No hazardous substances to be stored in this area.	Monitor	All users
Work at height	Low	Changing light bulbs requires use of ladders or scaffolding.	Safe step ladders available and monitored for condition. Scaffolding to be erected and used by professionals.	Warning notices to be displayed if working behind closed doors	LVH Committee Cleaner
Fire	Low		See fire risk documentation		

Manual Handling	Low	Tables and chairs set out by users as needed	Users responsible for sensible management according to their abilities. Users requested to return tables and chairs as indicated in hirer's guide.	Monitor	All users
Electricity	Low	Sockets accessible to young children.	Current guidance suggests that insertable socket covers are ineffective.	Alternative covers to be sought.	LVH Committee
Stage front	Medium	Some items accessed from below stage via hatch.  Stage can be extended by repositioning panelling.	Users advised to use stairs to access stored items wherever possible.  Users advised to ensure that panelling is correctly and securely fastened during and after extension of the stage.	Monitor  Inspect after stage events.	LVH Committee  LVH Committee Cleaner

## Kitchen

Nature of Hazard	Score	Who could be harmed and how?	Action already taken	Further action advised	Responsible person(s)
Slips, trips and falls	Low	Flooring could get slippery if wet.	Tiles replaced by less slippery lino flooring, mop readily available.	Monitor	All users
	Medium	Step down into kitchen at door threshold.	'Mind the step' sign on door.		
Fire	Medium		See fire risk documentation		

Hazardous substances (including cleaning fluid, asbestos etc.)	Medium	Accidental poisoning or burn from cleaning materials.	Children not allowed in the kitchen unsupervised - sign in place. No high risk substances to be stored in this area.	Monitor  Child-locked cupboard to be installed for low risk cleaning materials.	All users  LVH Committee
Electricity	Low	Risk of electrocution if operating light switches with wet hands.	Hand drying facilities provided.	Maintain	LVH Committee
		Risk of electrocution for users improperly using electrical equipment.	All electrical items PAT tested. Multiple sockets to avoid overloading	Monitor PAT dates. Add signage highlighting electrocution risks.	LVH Committee LVH Committee
Work at height	Low	Changing light bulbs requires use of ladders.	Safe step ladders available and monitored for condition.	Warning notices to be displayed if working behind closed doors	LVH Committee Cleaner
Injury	Medium	Items stored on temporary shelving not fixed to the wall.	Shelving secured as well as possible utilising static fixtures.	Shelving to be replaced with permanent, fixed storage system	LVH Committee
	Medium	Risk of burns from very hot water.	Drip tray placed underneath boiler.	Warning signs 'hot water' to be added to sinks and boiler.	LVH Committee

Food hygiene and preparation	Low	Risk to all users preparing or consuming food prepared or provided in the hall.	Food hygiene and standards notices prominently displayed in kitchen.	More permanent signage needed to replace current printed versions.	LVH Committee
		Risk of food poisoning from improperly prepared food or out of date/poorly stored stock Risk of injury in the preparation or serving of food.	Regular user groups restricted to cold food preparation only. Hot food preparation only to be carried out by commercial caterers or users with their own food handling policies and training/qualifications.	Monitor	All users
			Stainless steel surfaces for easy, hygienic cleaning.	Monitor for damage.	LVH Committee
			Dates of stored food checked regularly with perishable stock kept refrigerated. User groups requested to only bring what is needed for their session and remove leftovers.	Perishable goods to be checked after any power outage and all fridge and freezer contents disposed of if outage lasts longer than 4 hours.	LVH Committee

### Storage Room

Nature of Hazard	Score	Who could be harmed and how?	Action already taken	Further action advised	Responsible person(s)
Hazardous substances (including cleaning fluid, asbestos etc.)	Low	Accidental poisoning or burn from cleaning materials.	No high risk substances to be stored in this area.	Monitor	All users

Stored equipment	Low	Tables stacked upright against wall.	Stored at far end of room to avoid accidental disturbance.	More secure storage to be created.	LVH Committee
		Chairs stacked on trolleys, possibly unsecured.	Straps available to secure chairs to trolleys. Users advised in hirers guide to stack and secure chairs correctly.	Signage to be displayed on wall advising correct storage method.	LVH Committee
Fire	Medium	Risk of items being stored incorrectly against radiator.	See fire risk documentation	Signage to be created advising of proper storage.	LVH Committee

### Jubilee Room

Nature of Hazard	Score	Who could be harmed and how?	Action already taken	Further action advised	Responsible person(s)
Slips, trips and falls	Low	All users, particularly elderly/frail due to ramped access.	Ramp has non-slip surface.	Monitor for damage.	LVH Committee
		Tables and chairs stored incorrectly.	Tidiness required of users as indicated in hirers guide.	Diagram of ideal layout to be displayed.	LVH Committee
		Only two double sockets may lead to extension leads being used causing a trip hazard.	Additional sockets installed in kitchen to reduce possible load on Jubilee Room.	Purchase a cable cover for use by hirers needing extension leads.	LVH Committee
Hazardous substances (including cleaning fluid, asbestos etc.)	Low	Accidental poisoning or burn from cleaning materials.	No hazardous substances to be stored in this area.	Monitor	All users
Fire	Low		See fire risk documentation		

Manual Handling	Low	Tables and chairs frequently rearranged by users. Risk of back injury in particular	Users responsible for sensible management according to their abilities. Users requested to return tables and chairs as indicated in hirer's guide.	Monitor	All users
Work at height	Low	Changing light bulbs requires use of ladders.	Safe step ladders available and monitored for condition.	Warning notices to be displayed if working behind closed doors	LVH Committee Cleaner
Stored equipment	Low	Tables and chairs may be insecure due to poor leg fittings.	Regular inspection and tightening of all legs and fittings.	Maintain	LVH Committee

## Bar

Nature of Hazard	Score	Who could be harmed and how?	Action already taken	Further action advised	Responsible person(s)
Slips, trips and falls	Low	Flooring could get slippery if wet.	Non slip flooring installed.	Monitor for damage.	All users
		Extensive flexible pipework needed for barrelled beer	Pipework kept tidily under counter.	Monitor	All users
Electricity	Low	Risk of electrocution if operating light switches or plugs with wet hands.	All electrical items positioned away from sinks.	Spills to be cleaned promptly.	All users
Stored equipment	Low	Gas cylinders stored upright	Cylinders chained to wall and switched off when not in use.	To be removed as no longer needed.	LVH Committee
		Glasses and glass bottles stored at height	All items stored on purpose built, securely attached shelving.	Monitor for damage.	All users



Sickness	Low	Illness caused by out of date or poorly stored stock.	Dates of stored food checked regularly with perishable stock kept refrigerated.	Perishable goods to be checked after any power outage and all fridge and freezer contents disposed of if outage lasts longer than 4 hours.	Bar Manager
Hazardous substances (including cleaning fluid, asbestos etc.)	Low	Accidental poisoning or burn from cleaning materials.	No high risk substances to be stored in this area.	Monitor	All users
Injury	Low	Fingers caught when closing shutter.  Broken glass, possibly caused by damage to glasses when closing shutter.	First aid kit with information leaflet available.	Notice advising care to be taken to be displayed in bar area.	LVH Committee

## Basement

Nature of Hazard	Score	Who could be harmed and how?	Action already taken	Further action advised	Responsible person(s)
Slips, trips and falls	Medium	Carpeted stairs to reduce noise during performances.	High visibility tape on stair edges.	Monitor	LVH Committee
Hazardous substances (including cleaning fluid, asbestos etc.)	Low	Accidental poisoning or burn from cleaning materials.	High risk chemicals stored behind locked door.	Monitor	LVH Committee Cleaner
Fire	Medium		See fire risk documentation		
Stored equipment	Low	User group equipment stored on floor to ceiling height shelving and around room.	All items to be stored neatly on shelving in appropriate containers. Users to ask permission before storing items in hall.	Monitor	LVH Committee All users

## Snooker Room

Nature of Hazard	Score	Who could be harmed and how?	Action already taken	Further action advised	Responsible person(s)
Electricity	Medium	Risk of electrocution if operating light switches with wet hands.	Hand drying facilities provided	Light switch to be moved to outside of toilet cubicle	LVH Committee
Slips, trips and falls	Medium  Low	Risk of snooker room users tripping on damaged lino at top of stairs. Risk of users tripping on damaged lino on bottom step		Repair damaged areas	LVH Committee - A Lowther
Fire	Medium		See fire risk documentation		
Hazardous substances (including cleaning fluid, asbestos etc.)	Low	Accidental poisoning or burn from cleaning materials.	No hazardous substances to be stored in this area.	Monitor	All users