

THWAITES VILLAGE HALL GENERAL RISK ASSESSMENTS 2019 (Vers. 2)

Area covered by risk assessment	Thwaites Village Hall and Playing Field Area.	Name	Signature	Date
Activity/task	General use of the premises and grounds.	Assessor(s):		25/11/2019
		Checked by:		

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| 1. STOP before undertaking any task |
| 2. THINK about the hazards |
| 3. CONSIDER the risks and control measures required |

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| CARRY-OUT SPECIFIC RISK ASSESSMENTS FOR: |
| Substances Harmful to Health – COSHH assessment |
| Manual Handling Operations – Manual Handling Assessment |

Who is harmed by the Hazard? (delete as appropriate)	Thwaites Village Hall Committee/Hirers/Contractors/Visitors/Members of the Public/Others
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List Environment, Health and Safety HAZARDS here:-	RISK EVALUATION (Before controls)			EXISTING CONTROLS e.g. Barriers, procedures, PPE	RISK EVALUATION (After controls)			ACTIONS (to further reduce risk): (Include actionee and time for completion).
	Severity (S)	Likelihood (L)	Risk Level (S x L)		Severity (S)	Likelihood (L)	Risk Level (S x L)	
Accidental injury: Potential harm to individuals due to delayed first aid in the event of injury.	3	3	9	<ul style="list-style-type: none"> Ensure hirers are aware of the need to have mobile phones Signage to identify First Aid Points. Basic First Aid equipment prominently sited. 	2	2	4	<ul style="list-style-type: none"> Advise hirers to have a First Aid trained person present for event. Hirers to check mobile phone signal coverage.

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<p>Health & Safety: General overall precautions to be taken.</p>	3	3	9	<ul style="list-style-type: none"> • Hirer to be in overall control of the event, with final responsibility for all health and safety matters. • Appropriate safety clothing, headgear, gloves and eye protection are to be worn by persons according to the nature of the event. • The hirer to ensure health and hygiene issues are effectively managed in toilets and kitchens. E.g. not putting nappies down toilets. • Appropriate signage to be placed in rooms where risk most likely. 	2	2	4	<ul style="list-style-type: none"> • The hirer to provide a responsible person to supervise any vigorous activity e.g. Bouncy Castles • Local police, ambulance and fire services to be informed prior to a major event. • The hirer to ensure suitable fire prevention measures in the event of a barbecue style activity or similar. • Hirer to advise TVH Trustees of any risks they notice that may need remedial action. • Hirer to liaise with any contractor with respect to safety issues e.g. Marquee provider; children's play equipment provider.

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<p>Slips Trips and Falls: Spillage untidy working areas and storage of materials and waste. Trailing leads and ropes. Potential muscoskeletal injuries.</p>	3	3	9	<ul style="list-style-type: none"> • Tidy areas and maintain good housekeeping. • Make continuous checks and clean up as necessary. • Prevent trailing and exposed leads. • Provide litter bins and keep event litter free by monitoring and clearing any litter with the potential to cause harm. • Grass to be trimmed on regular basis. 	1	2	2	<ul style="list-style-type: none"> • Be aware of edge of stage. • Ensure loft ladder is secure before use. • Open under stage storage with care and secure wooden panels with safety chain provided. • Secure and protect trailing leads. • Use protected sockets (RCCB). • Tent/Gazebo guy ropes to be clearly visible.
<p>Manual Handling: Lifting moving heavy objects. Potential muscoskeletal injuries.</p>	3	3	9	<ul style="list-style-type: none"> • Do not lift if unsure; seek assistance. • Use of mechanical lifting aids (e.g. sack trucks). • Break down loads into manageable amounts. • Share lifting tasks. • Move as much as possible before live event. 	1	2	2	<ul style="list-style-type: none"> • Use trollies provided. • Check strength of metal table legs. •

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<p>Electrical: Electric shock from mains appliances, tools and electric leads.</p>	5	3	15	<ul style="list-style-type: none"> • Electric circuit testing of all portable tools and appliances within P.A.T. • Prevent trailing leads and protect them. • Keep leads and controls out of visitors reach. • Maintain good housekeeping. • Stop using faulty or broken equipment and report immediately to a committee member. • Portable tools only to be used by competent persons. • TVH person to provide advice/training to new hirers concerning placement and use of switches for electrical purposes. E.g. Quooker tap, heater master switch and Fish key. 	1	2	2	<ul style="list-style-type: none"> • Take especial care with trailing leads outdoors. • Support trailing leads well above head height where people and vehicles will be passing. • Use safe, proprietary covers/armoured cables to support cables where vehicles will roll over them • Secure trailing leads to sturdy structures wherever possible e.g. fence posts, table legs. • Hirers to assess and control own equipment. • Portable power supplies to be safely shielded, ventilated and supervised. •

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<p><u>Fire, smoke and risk of damage to persons and property:</u> Burns, poison gas (e.g. Carbon monoxide) and smoke inhalation.</p>	5	3	15	<ul style="list-style-type: none"> • Absolutely no barbecue or other open heat source permitted inside the building except spirit heaters used by a professional caterer. • Barbecues or other source of smoke and flame to be closely monitored • Only safe ignition processes to be used. • Site of barbecues must be downwind of spectators and well away from the movement of people. • Spectators are not allowed to bring their own sparklers to the event. • Area checked and free from trees and overhead power cables and away from buildings. • 	2	2	4	<ul style="list-style-type: none"> • Suitable fire-fighting equipment must be available for use at strategic points throughout the site. • Fire extinguishers, buckets of sand and water available. • All rubbish to be removed from the site. • Entrance gate stewards and field stewards to check that spectators are aware that the barbecue is a secure area. • Use of spirit heaters in kitchen to be closely supervised. Work surface protection around the spirit flame source essential.
<p><u>Falls from height:</u> Bruising strains and fractures.</p>	5	3	15	<ul style="list-style-type: none"> • Provide suitable equipment for gaining height, no improvisation. • Carry out any climbing before event where possible. • Keep climbing equipment out of the reach of visitors. 	2	2	4	<ul style="list-style-type: none"> • Have at least two persons involved in task. • Use telescopic poles where scaffolding is inappropriate. E.g. hanging Xmas decorations.

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<u>Moving Vehicles:</u> Collision and injury.	5	3	15	<ul style="list-style-type: none"> Hirer to set up Traffic Management for the day and appoint Traffic Marshalls to control car parking. 	2	2	4	<ul style="list-style-type: none"> Use car park and surrounding area wisely. No vehicles allowed on the display field unless they are emergency services vehicles or given prior permission.
<u>Crowd Control:</u>	5	3	15	<ul style="list-style-type: none"> A sufficient number of adult stewards to be on site for crowd control during the whole of a large event and whilst spectators arrive and depart the site. Stewards must be easily recognisable to spectators by wearing fluorescent bibs or jackets. Signage to inform public should be well placed and clearly printed. Tent/Gazebo guy ropes to be clearly visible. 	2	2	4	<ul style="list-style-type: none"> Monitor crowd activity and use calming measures to subdue any potential for disturbance. Have direct contact with the Community police officer. Use ropes/barriers for control of crowd movement where necessary.
<u>Chemicals:</u> Inhalation and skin harm.	3	3	9	<ul style="list-style-type: none"> All materials with a hazardous chemical to be in correct containers properly labelled and stored securely when not in use. Keep all chemicals out of reach of visitors at all times. 	2	2	4	

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<p><u>Hot food, hygiene and liquids safety.</u> Bacterial contamination. Allergies. Burns and scalds. Food hygiene. Food storage. Incorrect storage of food. Physical contamination. Poor temperature control.</p>	3	3	9	<ul style="list-style-type: none"> • Supervise food and drink preparation according to advice given by Hygiene Certificated persons. • Restrict access to food and drink preparation areas to designated helpers only. • Exclude food helpers following illness – 48hrs. • Tie back long hair or wear hairnets. • Staff to wash hands before handling food and after visiting toilet – gloves to be worn when handling food. • Adequate refrigerators and freezers available at the venue. • Food to be kept out of refrigerator for shortest time possible. • Food to be kept covered wherever possible when outdoors. • 	2	2	4	<ul style="list-style-type: none"> • Ensure hot water, soap and disposable towels are available. • Cuts are to be covered with waterproof dressings. • Supply of food hygiene gloves to be available. • Burns/scalds to be treated appropriately. • Summon medical professionals for eye injuries and ingestion of toxic materials. • Switch on chill cabinet soon enough to permit temperature drop to be reached before use.

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HAZARDS	RISK EVALUATION	What are existing controls?	What further action is necessary to control the risk?																																											
<p>Look only for hazards, which you could reasonably expect to result in significant harm under the conditions in the area. Use the following examples as a guide:</p> <ul style="list-style-type: none"> • Slips, trips and falls • Fire • Work at heights • Machinery • Vehicles • Electricity • Solvents • Dust • Fumes • Manual handling • Noise • High temperature • Heat • Spillage • Odour • Oil near/in drains • Entry into a confined space 	<p>Consider what might happen in an incident involving the hazards listed in column one.</p> <p>Severity score</p> <p>5 Fatality 4 Serious Injury 3 Accident 2 First Aid injury 1 Near miss/Minor cuts/abrasion</p> <p>Likelihood of outcome score</p> <p>5 Certain - outcome occurs frequently 4 Likely - 1 or more incident/year 3 Possible - outcome may have happened before 2 Unlikely - low probability (1/5-10years) 1 Rare - unlikely to occur (1/50yr)</p> <p>Risk Evaluation</p> <p>Low Risk (<4) Acceptable risk, No written assessment required</p> <p>Medium Risk (5-9) controls specified in written risk assessment provides Safe System of Work</p> <p>High Risk (>9) Needs additional controls, risk assessment and Method Statement/Procedure for Safe System of Work</p>	<p>Have precautions already been taken against the risks from the hazards listed? For example:</p> <ul style="list-style-type: none"> • Isolation of hazards • Adequate systems or procedures? • Provision and use of appropriate PPE • Adequate information, instruction or training? 	<p>You will need to give priority to those risks, which affect large numbers of people and/or could result in serious harm/or adverse environmental impact. Apply the principles below when taking further action, if possible in the following order:</p> <ul style="list-style-type: none"> • Remove the risk completely (eliminate) • Try a less risky option (substitute) • Prevent access to the hazard (e.g. by guarding) (Isolate) • Organise work to reduce exposure to the hazard (Procedural control) • Issue personal protective equipment (PPE). • Render release harmless 																																											
			<table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th colspan="2" rowspan="2"></th> <th colspan="5">Likelihood</th> </tr> <tr> <th>1</th> <th>2</th> <th>3</th> <th>4</th> <th>5</th> </tr> </thead> <tbody> <tr> <th rowspan="5" style="writing-mode: vertical-rl; transform: rotate(180deg);">Severity</th> <th>1</th> <td style="background-color: #90EE90;">1</td> <td style="background-color: #90EE90;">2</td> <td style="background-color: #90EE90;">3</td> <td style="background-color: #90EE90;">4</td> <td style="background-color: #FFD700;">5</td> </tr> <tr> <th>2</th> <td style="background-color: #90EE90;">2</td> <td style="background-color: #90EE90;">4</td> <td style="background-color: #FFD700;">6</td> <td style="background-color: #FF4500;">8</td> <td style="background-color: #FF0000;">10</td> </tr> <tr> <th>3</th> <td style="background-color: #90EE90;">3</td> <td style="background-color: #FFD700;">6</td> <td style="background-color: #FFD700;">9</td> <td style="background-color: #FF0000;">12</td> <td style="background-color: #FF0000;">15</td> </tr> <tr> <th>4</th> <td style="background-color: #90EE90;">4</td> <td style="background-color: #FFD700;">8</td> <td style="background-color: #FF0000;">12</td> <td style="background-color: #FF0000;">16</td> <td style="background-color: #FF0000;">20</td> </tr> <tr> <th>5</th> <td style="background-color: #FFD700;">5</td> <td style="background-color: #FF0000;">10</td> <td style="background-color: #FF0000;">15</td> <td style="background-color: #FF0000;">20</td> <td style="background-color: #FF0000;">25</td> </tr> </tbody> </table>			Likelihood					1	2	3	4	5	Severity	1	1	2	3	4	5	2	2	4	6	8	10	3	3	6	9	12	15	4	4	8	12	16	20	5	5	10	15	20	25
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