

Upottery Village Hall (The Manor Room)
Sandy's Lane, Upottery
Honiton, EX14 9PL

RISK ASSESSMENT MARCH 2020

This risk assessment follows the advice given by the HSE for small organisations.

Other hazards and risks may exist or may arise at a later date. The recommended incident book and reports / comments by users are ways of identifying any additional significant risks. If such hazards and risks are identified they should be assessed and recorded on the risk assessment format together with controls measures agreed.

The following is quoted / adapted from the HSE document

The management committee decided to do a risk assessment of Upottery Village Hall (Manor Room) to control the risks to people who used the hall and were involved in its maintenance and upkeep.

The management committee did not have a legal requirement to record the findings of this risk assessment as less than five people work at the hall. However, the management committee decided that there were sound legal and business reasons to record the findings of the risk assessment, and to take steps to make sure that they were brought to the attention of those working or holding an event in the hall.

To identify the hazards, the Village Hall representatives:

1. • looked at HSE's web pages for free health and safety advice and guidance for small businesses;
2. • walked around the Hall, car park and other areas noting things that might pose a risk; and;
3. • spoke to other users of the Hall, and to people who had done jobs at the Hall, to learn from their experience and to get their views on health and safety.

We then recorded who could be harmed by the hazards and how.

We recorded what controls were in place to manage these risks and then compared these to the guidance on HSE's website.

We put the findings of the risk assessment into practice, writing down who was responsible for doing what, and by when. It was decided to tick off each action when it was completed, and to record the date when it was done.

5. The Management Committee discussed the findings. The committee decided to put in place all the additional risk controls the secretary had suggested. They also decided that the risk assessment would be shown to any workers doing jobs at the Hall and any persons wishing to hire the hall. It was agreed the risk assessment and policy would be published on the web site:

www.upotteryvillagehall.org.uk

to be available to all users of the Hall, and that it would be discussed with the representatives of all groups using the Hall for the first time.

The Management Committee decided to review the risk assessment every year, or immediately if any changes occurred to the Hall or how the Hall was used. The risk assessment which follows has been customised to Upottery Village Hall (Manor Room) but it should be reviewed by the management committee to verify the information / make corrections / amendments as required.

Continued.