

**Laxfield Village Hall**

**Charity 304781**

# **Risk Assessment Policy**

**Risk Assessment Policy 8<sup>th</sup> March 2022**

**Review Date: 8<sup>th</sup> March 2026**

# **Laxfield Village Hall - Risk Management Policy (including Risk Assessment for hirers and events)**

## **1. Purpose**

Laxfield Village Hall Management Committee assesses the risks to users of the Hall as an integral part of running the Hall and making it available to users of the Hall's facilities.

Risks are assessed and managed in line with using HSE guidelines.

<https://www.hse.gov.uk/voluntary/assets/docs/village-hall.pdf>

Hirers of the Hall are advised that it is their responsibility to manage risks associated with the events that they run. For example: ensuring that Hirers accurately assess and manage risks associated with use of a bouncy castle at a children's party. Similarly, the Management Committee ensures that risks associated with serving alcohol at events are effectively managed and that licensing laws are complied with.

## **Areas of risks routinely addressed:**

- Hazardous materials (locked storage cupboard for COSHH materials is in place)
- Slip or trip hazards (warning signs are displayed when floor is damp after cleaning)
- Working at height (two people must be present when using the high ladder)
- Alcohol storage (locked away in a locked storeroom)
- Alcohol consumption (guidance is provided to Hirers)
- Safety of electrical equipment (all relevant equipment is PAT tested)
- Safety of equipment and materials brought on site by hirers of the Hall (checked as part of the booking process)
- Walkways and car parking (regular inspection and clearing leaves/debris as necessary)
- Risks particular to vulnerable children and adults.
- Fire risks (see section below)

## **2. Risk Assessments**

As Laxfield Village Hall does not employ any staff there is no legal requirement to record the findings of risk assessments. Repair and maintenance tasks are carried out by self-employed Contractors, who have responsibility for managing their own health and safety.

The hall's committee evaluates risks as an essential part of running the hall and records any specific issues and actions taken in the minutes of its regular meetings.

### 3. Fire risks

See **Annex D2**: Fire Safety Policy and Fire Instructions

Specific actions to mitigate risks of fire include:

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Accredited Contractors maintain the fire alarm system and fire extinguishers annually.

- A weekly test of the fire alarm call points and sounders are conducted by Members of the Management Committee on a rota basis.
- Emergency lights are tested monthly and any necessary repairs carried out by qualified electrician.
- Emergency exits are kept clear and unbolted while the hall is in use.
- Fire doors are not left open, other than for short periods while moving equipment and furniture from one area of the hall to another. Checks are made to ensure all fire doors
  - are fully closed before locking the hall at end of day.
  - There is no gas supply to Laxfield Village Hall. Hirers are not permitted to bring or use on site any equipment powered by gas canisters.

### 4. Review of this policy

**4.1.** The hall management committee will ensure that all hirers of the hall have signed a booking and hiring agreement.

**4.2.** The management committee will conduct a review of this policy every two years and report to Laxfield Parish Council which is a Trustee of Laxfield Village Hall Charity.

1. Signatures of The Trustee Board

Trustee Name: .....

Signed and dated.....

Trustee Name.....

Signed and dated.....

Trustee Name: .....

Signed and dated.....

Trustee Name.....

Signed and dated.....

Trustee Name: .....

Signed and dated.....

Trustee Name.....

Signed and dated.....