

Risk Assessment Claxby Village Hall

Health and Safety Executive

Company name: Claxby Parish Council **Assessment carried out by:** JL

Date of next review: After renovations **Date assessment was carried out:** 04/03/22

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
1. Outside side						
1.1 Side steps too steep	Hall Users / trips / falls / injury	Hall closed to public	Brick up doorway / remove steps	CVH Committee / PC	ASAP to enable reopening of hall	
1.2 Steps and path uneven / moss covered	Hall Users /trips / falls / injury	Hall closed to public	Pressure wash path	CVH Committee / PC	ASAP to enable reopening of hall	
1.3 Handrail too far from door	Hall users / trips / falls injury	Hall closed to public	Remove hand rail	CVH Committee / PC	ASAP to enable reopening of hall	
1.4 Overgrown vegetation	Hall users / obstruction	Hall closed to public	Trim back overhanging veg.	CVH Committee / PC	ASAP to enable reopening of hall	
1.5 No emergency light - currently fire exit	Hall users / falls / injury	Hall closed to public	None / new fire exit planned	None	ASAP to enable reopening of hall	
1.6 Door “sticking” difficult to open	Hall users / not safe means of escape	Hall closed to public	Remove door and brick up opening / new fire exit planned	CVH Committee / PC	ASAP to enable reopening of hall	

1.7 Door opens inwards	Hall users / not safe means of escape	Hall closed to public	Remove door and brick up opening / new fire exit planned	CVH Committee / PC	ASAP to enable reopening of hall	
1.8 No identified fire assembly point	Hall users / need to ensure all persons exit from hall	Hall closed to public	Sign to identify suitable location	CVH Committee to purchase and erect	ASAP to enable reopening of hall	

2. Main Hall

2.1 No smoke detectors/alarms	Hall users / no awareness of fire / harm / PC	Hall closed to public	Install smoke alarms and testing schedule	CVH Committee / PC	ASAP to enable reopening of hall	
2.2 Fire extinguisher inspection out of date	Hall users / no emergency fire equipment / PC	Hall closed to public	Fire safety inspection and schedule	Lincolnshire Fire & Rescue	ASAP to enable reopening of hall	
2.3 Incorrect type of fire extinguisher	Hall users / no emergency fire equipment / harm / PC	Hall closed to public	Fire safety inspection and schedule	Lincolnshire Fire & Rescue	ASAP to enable reopening of hall	
2.4 No evidence of fire safety certificate	Hall users / PC	Hall closed to public	Display current certificate	Lincolnshire Fire & Rescue	ASAP to enable reopening of hall	
2.5 No evidence of public / employers liability certificate	Hall users / PC	Hall closed to public	Display current certificate	David Beer	ASAP to enable reopening of hall	
2.6 No first aid box	Hall users / harm / PC	Hall closed to public	Purchase and install first aid equipment	CVH Committee / PC	ASAP to enable reopening of hall	
2.7 Steps too narrow and steep	Hall users / trip and falls	Hall closed to public	Rebuild steps	CVH Committee / PC	ASAP to enable reopening of hall	

2.8 Curtains ?fire retardant	Hall users / fire risk	Hall closed to public	Replace with fire retardant material	CVH Committee / PC	ASAP to enable reopening of hall	
2.9 No incident / accident book	Hall users /PC	Hall closed to public	Obtain and site	CVH Committee / PC	ASAP to enable reopening of hall	
2.10 No record of safety inspections	Hall users / harm / Parish Council	Hall closed to public	Obtain and site	CVH Committee / PC	ASAP to enable reopening of hall	
2.11 No safety signs on heaters	Hall users / harm / Parish Council	Hall closed to public	Obtain and site	CVH Committee / PC	ASAP to enable reopening of hall	
2.12 No fire evacuation procedure	Hall users / harm / Parish Council	Hall closed to public	Fire evacuation plan	CVH Committee / PC	ASAP to enable reopening of hall	
2.13 No safe identified fire escape	Hall users / harm /injury / PC	Hall closed to the public	Replace front door with door that opens in direction of travel and resite emergency exit signs	CVH Committee / PC	ASAP to enable reopening of hall	
2.14 Position of light switch	Hall users / trip /fall injury	Hall closed to the public	Resite from top of stairs to main entrance	CVH Committee / PC	ASAP to enable reopening of hall	
3. Toilet						
3.1 No hot water	Hall users / infection / hygiene risk	Hall closed to public	Install suitable hot water heater or ?antibacterial soap	CVH Committee / PC	ASAP to enable reopening of hall	

3.2 No extractor	Hall users / ventilation	Hall closed to public	Install suitable fan	CVH Committee / PC	ASAP to enable reopening of hall	
3.3 No adequate hand drier	Hall users / infection / hygiene risk	Hall closed to public	Install suitable hand drying facilities	CVH Committee / PC	ASAP to enable reopening of hall	
3.4 No soap dispenser	Hall users / infection / hygiene risk	Hall closed to public	Install suitable soap dispenser	CVH Committee / PC	ASAP to enable reopening of hall	
3.5 No waste collection	Hall users / infection / hygiene risk	Hall closed to public	Install suitable waste receptacles	CVH Committee / PC	ASAP to enable reopening of hall	
3.6 No toilet roll holder	Hall users / infection / hygiene risk	Hall closed to public	Install suitable toilet paper dispenser	CVH Committee / PC	ASAP to enable reopening of hall	
3.7 Inadequate door lock	Hall users / no emergency access to toilet	Hall closed to public	Install suitable door lock	CVH Committee / PC	ASAP to enable reopening of hall	
3.8 Floor covering?						
4. Lobby						
4.1 Fire extinguisher on window sill / not correctly mounted / incorrect site	Hall users / injury risk / unable to extinguish fire	Hall closed to public	Reposition to kitchen and install correctly	CVH Committee / PC	ASAP to enable reopening of hall	
4.2 Fire extinguisher inspection out of date	Hall users / no emergency fire equipment / PC	Hall closed to public	Fire safety inspection and schedule	Lincolnshire Fire & Rescue	ASAP to enable reopening of hall	
4.3 No fire safety	Hall users / no	Hall closed to public	Fire safety inspection	Lincolnshire Fire &	ASAP to enable	

guidance for extinguisher	emergency fire equipment / PC		and schedule	Rescue	reopening of hall	
4.4 Broken window	Hall users / risk of injury / security	Hall close to public	Replace glass or brick up window	CVH Committee / PC	ASAP to enable reopening of hall	
5. Kitchen						
5.1 No fire door between lobby and kitchen	Hall users / fire risk / injury	Hall closed to public	Install fire door	CVH Committee / PC	ASAP to enable reopening of hall	
5.2 No fire extinguisher	Hall users / fire risk / injury	Hall closed to public	Install appropriate fire extinguisher	CVH Committee / PC	ASAP to enable reopening of hall	
5.3 No current record of condition /checks on all appliances	Hall users / harm /injury	Hall closed to public	Checks to be completed / PAT test	Approved Electrician	ASAP to enable reopening of hall	
5.4 No specific first aid kit	Hall users / harm / injury	Hall closed to public	Purchase and install relevant first aid equipment	CVH Committee / PC	ASAP to enable reopening of hall	
5.5 No separate hand washing facilities	Hall users	Hall closed to public	Establish requirement for separate hand wash facilities / install if necessary	CVH Committee / PC	ASAP to enable reopening of hall	
5.6 No instructions for electrical appliances	Hall users/ harm /PC	Hall closed to public	Prepare guidance sheets for all appliances	CVH Committee / PC	ASAP to enable reopening of hall	
5.7 No temperature check sheets for fridges	Hall users / food contamination / PC	Hall closed to public	Supply suitable means for monitoring and recording temperature	CVH Committee / PC	ASAP to enable reopening of hall	

5.8 Curtains over sink	Hall users / infection risk	Hall closed to public	Install opaque glass as legally requirement	CVH Committee / PC	ASAP to enable reopening of hall	
5.9 No extractor fan	Hall users / ventilation	Hall closed to public	Install suitable fan	CVH Committee / PC	ASAP to enable reopening of hall	
5.10 No proper storage for hazardous chemicals	Hall users / harm /PC	Hall closed to public	Install suitable storage facility with lock	CVH Committee / PC	ASAP to enable reopening of hall	
5.11 No COSHH files	Hall users / harm /PC	Hall closed to public	Provide suitable COSHH information sheets	CVH Committee / PC	ASAP to enable reopening of hall	
5.12 No safe identified fire escape	Hall users / harm /injury / PC	Hall closed to the public	Replace outside kitchen door with door that opens in direction of travel and install emergency exit signs	CVH Committee / PC	ASAP to enable reopening of hall	
6. Outside Front and Rear						
6.1 Uneven ground due to renovation work	Hall users	Hall close to public	Erect signs / warning tape	CVH Committee	ASAP to enable reopening of hall	
6.2 Front steps uneven slippery when wet / no hand rail	Hall users / injury / falls	Hall closed to public	To be removed and access to front door via new ramp	CVH Committee	ASAP to enable reopening of hall	