

Risk Assessment for Finstock Village Hall

Date originated

January 2016

Date last reviewed

January 2016

Location(s)

Finstock Village Hall, Well Hill, Finstock, OX7 3BU

Assessor

Shaun Morley

No.	Risk	Control measures
1	Slips, trips and falls e.g. uneven surfaces, cleaning floors etc.	<ul style="list-style-type: none"> • Parking spaces for visitors with disabilities available next to hall entrance • Good lighting in all rooms and corridors in hall, and exterior to the building • Users advised through hire agreement to clear up spillages immediately and know where equipment for this is kept • Mats at entrances to stop rain water being carried in • No storage in corridors • No trailing electrical leads/cables
2	Work at height e.g. changing light bulbs, cleaning windows, putting up decorations etc.	<ul style="list-style-type: none"> • Caretaker and appropriate volunteers trained in 'working at heights' • Appropriate, commercial stepladder securely stored and available for use • Hall users advised through hire agreement that they are responsible for using the stepladder safely
3	Vehicle movement	<ul style="list-style-type: none"> • Entrance/exits clearly marked • Skip/recycling collection takes place at appropriate safe place
4	Hazardous substances e.g. cleaning products	<ul style="list-style-type: none"> • Mops, brushes and strong rubber gloves provided • Cleaning products marked 'irritant' replaced with milder alternatives • Caretaker and appropriate volunteers trained to use products safely, e.g. follow instructions on the label, dilute properly and never transfer to an unmarked container • Cleaning products stored securely in marked cabinet
5	Electricity	<ul style="list-style-type: none"> • Fixed equipment correctly installed by qualified electrician, and inspected regularly • All repairs by qualified electrician • Portable equipment checked for visual signs of damage before use • Hall users advised through hire agreement that they are responsible for any equipment used or brought on site
6	Stored equipment	<ul style="list-style-type: none"> • Users instructed that they must stack tables and chairs carefully so that they do not collapse • All equipment to be put away in manufacturers' specified storage position
7	Manual handling	<ul style="list-style-type: none"> • Caretaker and appropriate volunteers trained in manual handling • Trolleys available to move heavy equipment

8	Fire	<ul style="list-style-type: none"> • See Fire Risk Assessment
9	Capacity	<ul style="list-style-type: none"> • Users to ensure occupancy level capacity is not exceeded (see below)

Finstock Village Hall maximum occupancy levels

		Hall	Meeting room	
Floor space	sq. m.	89	27	
Maximum total hall capacity	Includes all people present	220		Set by West Oxfordshire District Council Building Control surveyor
Non-fixed seating and standing	0.5 people per sq. m.	178	54	Aisles 1.05m wide; < 8 seats from gangway; no sitting/standing in gangways;
Auditorium - full stage	Stage 15 sq. m. 0.5 people per sq. m.	134	(Depends on view)	Aisles 1.05m wide; < 8 seats from gangway; no sitting/standing in gangways; aisle in front of stage.
Exhibition, sale of works, wedding party	1.5 people per sq. m.	59	18	Allows space for exhibits or serving
Classroom - all seated at tables	1.6 people per sq. m.	56	17	

Calculation based on CLG guide for Fire Safety Risk Assessment in Small and Medium Places of Assembly under the Regulatory Reform (Fire Safety) Order 2005 (this guide is available to download free from www.communities.gov.uk/firesafety) and Build Regulations approved Document B (ADB).