

4.0 Risk Assessments

We have carried out some risk assessments, including those for hazardous substances and fire.

We have listed hazards that exist in the building, identified through the risk assessment, and procedures to be adopted in order to minimise these risk.

These are available as separate documents to hirers with the hiring agreement and are available as printed documents in the Health and Safety file. Read these and acknowledge the issues within for everyone's safety.

These can then form the basis of the necessary risk assessments that hirers, contractors and Trustees will need to carry out any activity.

It is the intention of Village Hall Management Committee to comply with all health and safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations.

Staff, hirers and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the committee, with all safety requirements set out in the hiring agreement and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

The Trustees have carried out our own risk assessments for the building as it stands, that are available in the Health & Safety file :see Appendix D.

Please note that these do not preclude your own duty of care regarding activities that you are carrying out or involved in. We therefore expect that all users carry out their own risk assessments for their own organisations when using AMMH.

Section 4.1 is a useful guide to safe practices and procedures.

Please contact us if you need further clarification.

4.1 Safe Practices and Procedures

Alongside our risk assessments, that cover the provision of a safe environment only, please note that all hirers are required to carry out their own risk assessments for their own activities, and that these are therefore their own responsibility.

The Trustees require that the following practices **must** be followed to minimise risks:

1. **Make sure** that all emergency exit doors are clear and the thumb turn lock (upper one) is unlocked (rear and side doors) as soon as the hall is to be used and throughout the hiring. Please lock thumb turns again on leaving
2. **Do not** operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration etc.
3. **Do not** work on step ladders or at height until they are properly secured, and another person is present: Note your own risk assessment will be required.
4. **Do not** leave portable electrical or gas appliances operating while unattended.
5. **Do not** bring onto the property any portable electrical appliances which have not been Portable Appliance Tested.
6. **Do not** attempt to move heavy or bulky items (e.g., stacked tables or chairs) - Do not stack more than five chairs, except in the store room where 11 is the maximum
7. **Do not** attempt to carry or tip a water boiler when it contains hot water. Leave it to cool.
8. **Do not** allow children in the kitchen except under close supervision (e.g., for supervised cookery lessons or, in the case of older children, for supervised serving of food at functions). Avoid over-crowding in the kitchen and do not allow running.
9. **Wear** suitable protective clothing when handling cleaning or other toxic materials: Note your own risk assessment will be required.
10. **Report** any evidence of damage or faults to equipment or the building's facilities to: report every accident in the accident book to: The Trustees via the Accident book: Jenny Burt / Richard Karn / Rob Jones

4.1 Residual Risks

Be aware and seek to avoid the following risks:

- Creating slipping hazards on steps, polished or wet floors – mop spills immediately
- Creating tripping hazards such as, trailing wires (generally), buggies, umbrellas, mops and other items left in halls and corridors: obstructing the MOE and creating a hazard to normal circulation.
- Use adequate lighting to avoid tripping in poorly lit areas.
- Risks to individuals while in sole occupancy of the building
- Risks involved in handling kitchen equipment e.g. cooker, water heater and knives
- Creating toppling hazards by piling equipment e.g. in store cupboards.

4.2 Liability & Insurance

Contractors: The management committee will check with contractors (including self-employed persons) before they start work that:

1. The contract is clear and understood by both the contractors and the committee.
2. The contractors are competent to carry out the work e.g., have appropriate qualifications, references, experience.
3. Contractors have adequate public liability insurance cover.
4. Contractors have seen the health and safety file and are aware of any hazards which might arise (e.g. electricity cables or gas pipes)
5. Contractors do not work alone on ladders at height (if necessary, a volunteer should be present)
6. Contractors have their own health and safety policy for their staff.
7. The contractor knows which member of the committee is responsible for overseeing that their work is as asked and to a satisfactory standard.
8. Any alterations or additions to the electrical installations or equipment must conform to the current regulations of the Institute of Electrical Engineers.
9. Insurance details of the company providing Acaster Malbis Memorial Hall's Employer's Liability and Public Liability insurance cover: see Appendix H

4.3 Review of Health and Safety Policy

The management committee will review this policy annually.

The next review is due in April 2023

Committee members with responsibility for aspects of health and safety will report to the committee regularly, including any accidents, faults, misuse by hirers or other matters which could affect the health and safety of users or staff.

4.4 H&S Advice

Address of organisations that can give advice on health and safety:

- **The Health and Safety Executive Leeds**

2nd Floor,
7 & 8 Wellington Place,
Leeds,
LS1 4AP

- The Fire Authority. North Yorkshire Fire Brigade

North Yorkshire Fire and Rescue Service
Alverton Court
Crosby Road
Northallerton
DL6 1FE
Email capabilities@northyorkshire.gov.uk
Switchboard available 24/7 01609 780150

- Environmental Health Department City of York Council

Public Protection
Eco Depot, Hazel Court, York, YO10 3DS

Telephone: [01904 551525](tel:01904551525) Email: public.protection@york.gov.uk