

KEELBY VILLAGE HALL



A Grade II listed historic building

King Street
Keelby
Grimsby
Lincolnshire
DN41 8EE

Keelby Village Hall Risk Assessment

Risk Assessment for Keelby Village Hall

Date: November 2022

Review Date: As required by updated HSE and Government Guidelines

Areas Assessed All Village Hall Areas (Not including Rascals Facility)

Risk Details – Under controls you should note the additional measures that are needed to reduce the risk to an acceptable level and record when they have been implemented.

Likelihood: 1 = Low (seldom) 2 = Medium (Frequently) 3 = High (Certain or Near Certain)

Severity: 1 = Low (Minor cuts and bruises) 2 = Medium (Serious injury or incapacitated for 3 days or more) 3 = High (Fatality or a number of persons injured)

Risk rating: 1-2 = Low Priority, 3-4 = Medium Priority, 6-9 = High Priority

Hazards/Risks/ Persons Affected	Existing Controls	Likelihood (L)	Severity (S)	Risk Rating (LXS)	Additional Controls
Trips slips and falls All persons entering the Village Hall including Village Hall Members, Hirers and users, workers, and contractors.	Limited access to Hall (Booking Secretary and Keyholder). National Awareness and Government Guidelines. Regular visits by Caretaker. Regular cleaning visits. Limited access to the Hall, provided by the Keyholder and Booking Secretary.	2 1	3 3	6 3	Regular checks by caretaker. Updated risk assessments. Single point control of bookings and close monitoring of hire/use/occupation.

Hazards/Risks/ Persons Affected	Existing Controls	Likelihood (L)	Severity (S)	Risk Rating (LXS)	Additional Controls
					<p>Specific HSE and Government Advice available and Local Guidance specific to Keelby Village Hall issued to hirers.</p> <p>Hirers required to outline safe use practices, to be agreed by the Village Hall.</p> <p>Numbers limited.</p> <p>Any Contractors to apply their own organisation rules on risk assessments and safety.</p> <p>Cleaner provided with PPE as required, and briefed on working procedures.</p> <p>Records of attendance by Booking Secretary.</p>

Hazards/Risks/ Persons Affected	Existing Controls	Likelihood (L)	Severity (S)	Risk Rating (LXS)	Additional Controls
<p>Fire</p> <p>All persons entering the Village Hall including Village Hall Members, Hirers and users, workers, and contractors.</p>	<p>Limited access to Hall (Booking Secretary and Keyholder).</p> <p>National Awareness and Government Guidelines.</p> <p>Regular visits by Caretaker.</p> <p>Regular cleaning visits.</p> <p>Limited access to the Hall, provided by the Keyholder and Booking Secretary.</p> <p>Keelby Village Hall Fire Risk Assessment & Procedures. H&S Policy Appendix 1</p>	<p>2</p> <p>1</p>	<p>3</p> <p>3</p>	<p>6</p> <p>3</p>	<p>Regular checks by caretaker.</p> <p>Smoke alarms, call points and emergency lighting installed. Checks and servicing in place.</p> <p>Testing of alarms and call points.</p> <p>Fire extinguishers installed and serviced.</p> <p>Fire notices and evacuation procedures. Fire doors and exits.</p> <p>Fire proofing of stage curtains in Main Hall.</p> <p>Numbers limited.</p> <p>Updated risk assessments.</p> <p>Single point control of bookings and close monitoring of hire, use & occupation.</p>

Hazards/Risks/ Persons Affected	Existing Controls	Likelihood (L)	Severity (S)	Risk Rating (LXS)	Additional Controls
<p>Electrical Shock</p> <p>All persons entering the Village Hall including Village Hall Members, Hirers and users, workers, and contractors.</p>	<p>Limited access to Hall (Booking Secretary and Keyholder).</p> <p>National Awareness and Government Guidelines.</p> <p>Regular visits by Caretaker.</p> <p>Regular cleaning visits.</p> <p>Limited access to the Hall, provided by the Keyholder and Booking Secretary.</p>	<p>2</p> <p>1</p>	<p>3</p> <p>3</p>	<p>6</p> <p>3</p>	<p>Regular checks by caretaker.</p> <p>Regular PAT testing by qualified persons.</p> <p>Regular installation checks by qualified electrician.</p> <p>Numbers limited.</p> <p>Updated risk assessments.</p> <p>Single point control of bookings and close monitoring of hire/use/occupation.</p>
					<p>Any Contractors to apply their own organisation rules on risk assessments and safety.</p> <p>Records of attendance by Booking Secretary.</p>

Hazards/Risks/ Persons Affected	Existing Controls	Likelihood (L)	Severity (S)	Risk Rating (LXS)	Additional Controls
<p>Gas leaks and explosion</p> <p>All persons entering the Village Hall including Village Hall Members, Hirers and users, workers, and contractors.</p>	<p>Limited access to Hall (Booking Secretary and Keyholder).</p> <p>National Awareness and Government Guidelines.</p> <p>Regular visits by Caretaker.</p> <p>Regular cleaning visits.</p> <p>Limited access to the Hall, provided by the Keyholder and Booking Secretary.</p>	<p>2</p> <p>1</p>	<p>3</p> <p>3</p>	<p>6</p> <p>3</p>	<p>Regular checks by caretaker.</p> <p>Regular servicing and checks by qualified Engineers.</p> <p>Gas alarms?</p> <p>Numbers limited.</p> <p>Updated risk assessments.</p> <p>Single point control of bookings and close monitoring of hire/use/occupation.</p>
					<p>Any Contractors to apply their own organisation rules on risk assessments and safety.</p> <p>Records of attendance by Booking Secretary.</p>

Hazards/Risks/ Persons Affected	Existing Controls	Likelihood (L)	Severity (S)	Risk Rating (LXS)	Additional Controls
<p data-bbox="97 306 284 488">Spread of respiratory disease (including Covid-19)</p> <p data-bbox="97 524 352 891">All persons entering the Village Hall including Village Hall Members, Hirers and users, workers, and contractors.</p>	<p data-bbox="368 306 719 414">Limited access to Hall (Booking Secretary and Keyholder).</p> <p data-bbox="368 450 730 528">National Awareness and Government Guidelines.</p> <p data-bbox="368 564 619 642">Regular visits by Caretaker.</p> <p data-bbox="368 678 711 712">Regular cleaning visits.</p> <p data-bbox="368 748 756 857">Limited access to the Hall, provided by the Keyholder and Booking Secretary.</p>	<p data-bbox="775 306 810 340">2</p> <p data-bbox="775 376 810 409">1</p>	<p data-bbox="975 306 1010 340">3</p> <p data-bbox="975 376 1010 409">3</p>	<p data-bbox="1144 306 1179 340">6</p> <p data-bbox="1144 376 1179 409">3</p>	<p data-bbox="1283 306 1485 636">COVID signage. Single point control of bookings and close monitoring of hire/use/occupation.</p> <p data-bbox="1283 672 1497 779">Hand washing facilities and sanitizers</p> <p data-bbox="1283 815 1497 1223">Specific HSE and Government Advice available and Local Guidance specific to Keelby Village Hall issued to hirers.</p> <p data-bbox="1283 1258 1485 1554">Guidance to enable social distancing and good hygiene practices and identification of users.</p> <p data-bbox="1283 1590 1485 1845">Hirers required to outline safe use practices, to be agreed by the Village Hall.</p> <p data-bbox="1283 1881 1497 2098">Any Contractors will apply their own organisation rules on</p>

					<p>COVID safety.</p> <p>Cleaner provided with PPE as required, and briefed on working procedures.</p>
Hazards/Risks/ Persons Affected	Existing Controls	Likelihood (L)	Severity (S)	Risk Rating (LXS)	Additional Controls
					<p>Records of attendance within the Hall (dates and times) by the cleaner and any Contractors kept at all times to ensure that test and trace can be supported.</p> <p>Records of attendance within hire groups to be maintained by hirers.</p>

Hazards/Risks/ Persons Affected	Existing Controls	Likelihood (L)	Severity (S)	Risk Rating (LXS)	Additional Controls
<p data-bbox="108 367 304 439">Food safety and hygiene</p> <p data-bbox="108 479 352 842">All persons entering the Village Hall including Village Hall Members, Hirers and users, workers, and contractors.</p>	<p data-bbox="379 367 719 479">Limited access to Hall (Booking Secretary and Keyholder).</p> <p data-bbox="379 517 730 589">National Awareness and Government Guidelines.</p> <p data-bbox="379 629 619 701">Regular visits by Caretaker.</p> <p data-bbox="379 741 711 775">Regular cleaning visits.</p> <p data-bbox="379 815 756 927">Limited access to the Hall, provided by the Keyholder and Booking Secretary.</p>	<p data-bbox="788 367 807 400">2</p> <p data-bbox="788 441 807 474">1</p>	<p data-bbox="995 367 1015 400">3</p> <p data-bbox="995 441 1015 474">3</p>	<p data-bbox="1163 367 1182 400">6</p> <p data-bbox="1163 441 1182 474">3</p>	<p data-bbox="1310 367 1453 479">Regular checks by caretaker.</p> <p data-bbox="1310 517 1437 589">Regular cleaning.</p> <p data-bbox="1310 629 1497 701">Updated risk assessments</p> <p data-bbox="1310 741 1497 987">Single point control of bookings and close monitoring of hire, use & occupation.</p> <p data-bbox="1310 1003 1497 1435">Specific HSE and Government Advice available and Local Guidance specific to Keelby Village Hall issued to hirers.</p> <p data-bbox="1310 1476 1497 1765">Hirers required to outline safe use practices, to be agreed by the Village Hall.</p> <p data-bbox="1310 1805 1437 1877">Numbers limited.</p> <p data-bbox="1310 1917 1497 2056">Local authority inspections and hygiene</p>

					<p>ratings.</p> <p>Appropriate signage and facilities (cleaning equipment, food preparation equipment, refrigerator etc).</p> <p>Records of attendance by Booking Secretary.</p>
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Hazards/Risks/ Persons Affected	Existing Controls	Likelihood (L)	Severity (S)	Risk Rating (LXS)	Additional Controls
<p data-bbox="108 456 272 524">Burns and Scalds</p> <p data-bbox="108 562 352 927">All persons entering the Village Hall including Village Hall Members, Hirers and users, workers, and contractors.</p>	<p data-bbox="379 456 719 562">Limited access to Hall (Booking Secretary and Keyholder).</p> <p data-bbox="379 600 730 674">National Awareness and Government Guidelines.</p> <p data-bbox="379 712 619 786">Regular visits by Caretaker.</p> <p data-bbox="379 824 715 860">Regular cleaning visits.</p> <p data-bbox="379 898 756 1003">Limited access to the Hall, provided by the Keyholder and Booking Secretary.</p>	<p data-bbox="788 456 804 488">2</p> <p data-bbox="788 526 804 557">1</p>	<p data-bbox="995 456 1011 488">3</p> <p data-bbox="995 526 1011 557">3</p>	<p data-bbox="1155 456 1171 488">6</p> <p data-bbox="1155 526 1171 557">3</p>	<p data-bbox="1315 456 1458 562">Regular checks by caretaker.</p> <p data-bbox="1315 600 1501 674">Updated risk assessments</p> <p data-bbox="1315 712 1501 965">Single point control of bookings and close monitoring of hire, use & occupation.</p> <p data-bbox="1315 1003 1501 1189">Appropriate signage (eg hot surfaces, hot water etc).</p>
					<p data-bbox="1315 1263 1501 1704">Specific HSE and Government Advice available and Local Guidance specific to Keelby Village Hall issued to hirers.</p> <p data-bbox="1315 1742 1501 2033">Hirers required to outline safe use practices, to be agreed by the Village Hall.</p>

					<p>Numbers limited.</p> <p>Any Contractors to apply their own organisation rules on risk assessments and safety.</p> <p>Cleaner provided with PPE as required, and briefed on working procedures.</p>
Hazards/Risks/ Persons Affected	Existing Controls	Likelihood (L)	Severity (S)	Risk Rating (LXS)	Additional Controls
					Records of attendance by Booking Secretary.