

D6: Risk Management Policy (including Risk Assessment for hirers and events)

Overview

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 properly 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 properly managed and that licensing laws are complied with.

Areas of risks routinely addressed:

- Hazardous materials (dedicated COSHH storage cupboard is used)
- 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)

Risk Assessments

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

Nevertheless the Management Committee assesses risks as an essential part of running the hall and records any specific issues and actions taken in the minutes of its regular meetings.

Fire risks

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

Specific actions to mitigate risks of fire include:

- The fire alarm system and fire extinguishers are maintained annually by accredited Contractors.
- A weekly test of the fire alarm call points and sounders are carried out 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.

Review of this policy

Laxfield Village Hall Management Committee reviews this risk policy every year, or at any time that the way the hall is used is changed or the facilities offered at the hall are changed.

Version 2.00
31 March 2024

Next scheduled review date: March 2025