



Eydon Village Hall

Eydon Village Hall

Charity No: 1125650

Internal Risk Management Policy & Procedures

September 26

Document Control

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23/09/2027



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This policy has been adopted by Eydon Village Hall through the Village Hall Committee (the Committee) who remain responsible for its review.

Aims

Identifying and managing the possible and probable risks that the Charity may face over time is a key part of effective governance. This policy explains the Charity's underlying approach to risk management and describes the key aspects of the risk management process.

Objectives

By managing risk effectively, the charity can ensure that:

- Significant risks are known and monitored, enabling the Committee to make informed decisions and take timely action;
- The Charity makes the most of opportunities and develops them with the confidence that any risks will be managed;
- Forward and strategic planning are improved; and
- The value and safety of the services it provides to the community are enhanced

Statement of Intent

Scope: This policy applies to all areas and activities of the Village Hall and surrounding grounds.

Responsibilities: The Committee has overall responsibility for:

- providing support and leadership for the risk management process;
- reviewing the effectiveness of internal controls, including financial organisational;
- reviewing the Charity risk register on a regular basis, and
- to ensure that the Committee receives adequate and appropriate information and assurances relating to risks against the Charity's objectives.

All volunteers have a duty as part of their involvement with the Charity to do everything they can to ensure that the policy works in practice.

Risk Assessment and Management

The management of risk is underpinned by the following key components:

- Risk Identification
- Risk Assessment
- Risk Treatment
- Risk Review/Risk Register

Identification: a risk can be identified through a variety of external and internal sources and can be proactive or reactive. For example,

- By simply walking around the building and looking afresh at what could reasonably be expected to cause harm e.g. new equipment



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- Risk assessments
- Consultation with volunteers and users
- Complaints
- Audit
- Progress against aims and objectives
- Any mandatory or statutory requirements Risk Assessment expected

A risk assessment is no more than a careful examination of what could cause harm to visitors, contractors and others, or affect the Charity's reputation. This will enable the Committee to weigh up whether there are enough precautions (controls) in place, or more, should be done to ensure that no one gets hurt and/or the Charity's reputation is not affected. The purpose of a risk assessment is to provide a systematic and methodical tool for identifying risks associated with legal, moral and financial duties, removing them where possible, or otherwise adopting all the control measures and precautions that are reasonable in the circumstances. There are no fixed rules about how the assessment should be carried out, but the process should be practical, systematic and cover risks that can be reasonably foreseeable. Whatever the type of risk assessment, it should be suitable and sufficiently detailed to determine whether adequate control has been achieved.

Consider who or what is at risk. Do not forget:

- Young people, people who are alone, new and expectant mothers etc;
- Cleaners, visitors, contractors, maintenance workers, volunteers; and
- The Charity's reputation or financial position.

Once a risk has been identified a risk assessment should be completed and the following recorded:

- The consequence(s) on a scale of 1 – 5, should the risk become a reality where 5 is the most likely
- The likelihood of the risk occurring, on a scale of 1 – 5 where 5 is the most likely
- The current control measures. This will determine what more will need to be done to reduce or eliminate the risk.

Once the risk assessment has been undertaken an action plan to address the identified problems must be completed.



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Eydon Village Hall Health & Safety Risk Assessment Policy

Registered Charity: 1125650

This is the statement of policy and arrangements for: Eydon Village Hall *David Fitch-Peyton*, Chair of Trustees has overall and final responsibility for health and safety

Statement of general policy (Date of next review TBA)	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the village hall	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed each meeting.)
Provide clear instructions and information, and adequate training, to ensure volunteers and hirers are competent to use the equipment.	Trustees, volunteers and hirers given necessary health and safety instructions to enable them to use the equipment available during their hall hire. Trustees, volunteers and subcontractors are provided with appropriate training (including working at height) and personal protective equipment as appropriate to the activities they undertake at the hall and for events.
Implement emergency procedures – evacuation in case of fire or other significant incident.	Escape routes well signed and kept clear at all times.
Maintain safe and healthy working conditions, provide and maintain equipment and machinery and ensure safe storage/use of substances	Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects.
Signed and Dated	

This policy will be reviewed on an annual basis or when the need arises if sooner. It is noted that the charity does not have any employees so is not legally required to have a written policy but has decided to do so as best practice.

First-aid box is located:

Accident book is located:

Defibrillator is located: On the outside of the hall near the front door. There is another outside the Royal Oak public house on Lime Avenue.

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>



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Hazard/Task	Risk to Who/What Risk	Level	Precautions/Actions	Comments
Fire	Potential injury to persons on premises from fire and / or smoke inhalation	Low	Fire Alarm system fitted? Smoke Detectors? Emergency Exits clearly signed (letters and pictures) and kept free of obstruction. Emergency doors open outwards with internal turn locks. Appropriate firefighting equipment (extinguishers and blanket) provided and maintained, checked in situ as part of logged inspections. Routes and exits have emergency lighting (regularly maintained) in case of failure of normal lighting. Emergency routes lead to places of safety outside of the building. Procedures in case of fire are listed on the notice boards (lobby and kitchen) and in each room at the hall and brought to the attention of users in the Conditions of Hire and the Hirer's Guide, in particular the need to contact the emergency services and report any instances to the Hall Coordinator or one of the named Contacts in the Hirer's Guide. Evacuation Assembly Point is at the far end of the car park Hirers' are required to keep within the maximum occupancy numbers of 120. No highly inflammable substances are allowed on the premises. No internal decorations of a combustible nature can be erected without Trustee approval. No auxiliary cooking or heating equipment is permitted to be used. No smoking on the premises. Fire Alarm System installed in 2019 with twice yearly maintenance. Emergency doors should not kept locked during use. Fire equipment is inspected annually by a qualified contractor and certificate issued (Fire and Electrical Safety Limited) No smoking signs.	
Bombs and other explosive items	Persons on premises	Low	Low Emergency signage, routes and precautions as detailed under Fire. No storage in main premises of gas bottles, fireworks, or other explosive substances.	
Building	Potential injury to persons on premises due to complete or partial building collapse	Low	Building kept in good state of repair. Annual visual inspection. When defects identified, implementation of repairs is based on potential risk.	
Main entrance Area	Potential risk of injury due to slippery	Med	Outside lighting over main entrance has to be switched on manually. Handrail by steps	



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	conditions especially on steps down from road.			
Outside Surfaces	Potential injury to disabled persons due to difficulty in gaining access to hall. Potential loss of participation by some users due to difficulty in gaining access to hall	Low Low	Ground covering is suitable for the purpose without dangerous holes or slopes	
Doors and Windows	Potential risk of injury due to falling out of windows, injury from doors, potential glass injuries	Low	Windows are located at a height that prevents people falling through them even when open. Windows can be safely opened and closed and locked to prevent unwelcome access to the hall. Window panes are not excessively large and are above waist height. Main entrance doors and a number of internal doors have visibility panels but no large glass areas.	
Storage Area	Potential fire risks	Low	No combustible items stored on the premises.	
Storage Area	Potential injury to persons due to insecure storage racks and items not stored properly	Med	All items to be stored neatly so that items can be easily retrieved. Storage shelving is securely fixed to prevent it falling/toppling over. Heavy items are not stored on high shelves	
Floors – inside	inside Potential injury to persons on premises due to slippery surface, holes or loose mats	Low	Design and coverings are suitable for their purpose without any dangerous holes or slopes. Floor mat at main entrance is recessed into the floor and is capable of absorbing water and dirt from users entering the building. Floor mat inside door needs to be replaced Main hall has a suspended wooden floor Committee Room floor is level concrete with carpet covering. Kitchen and toilets have level concrete with washable non-slip surface. There are no internal steps	
Lack of ventilation	Potentially stuffy atmosphere and potential risk from any fumes	Low Windows that open and close easily.		
Room temperature	Too high or too low temperature may result in an unacceptable environment. Risk to building facilities in freezing conditions	Low	Heating on push button system which can be turned on easily. Windows open and close easily. Frost protection systems in kitchen and toilet areas	
Lighting	Inadequate lighting may	Low	Provision in all rooms except storage cupboard and Ladies toilets of natural light.	



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	increase the likelihood of accidents from slips, trips and falls. Lack of visibility in emergency circumstances for hall users		Provision in all rooms and outside areas of artificial light. Provision of automatic lights in storage cupboard and Ladies toilets.	
Provision of emergency lights.	All users	Low	Emergency lights are checked monthly and recorded.	
Electricity	Loss of power for appliances needed by users. Potential injuries associated with damaged or inappropriate electrical installations.	Low	All circuits identified on fuse board. Annual electric appliance inspections (PAT) completed by qualified contractor and certificates issued. Appropriate electric circuit inspection and report completed by qualified Contractor. Electrical conditions are stated in hirers' contracts. Electrical wiring systems assessed by qualified contractor	
Personal Hygiene	Potential risk of ill health due to lack of personal cleansing facilities	Low	Adequate toilet facilities (one accessible for wheelchair users). Hand washing facilities (hot/cold water, soap and hand dryer) in WCs. Testing for Legionella Disease No Smoking on the premises	
Food Poisoning and contamination	Potential ill health of persons	Med	Food preparation areas are washable and smooth. Food surfaces are maintained in good repair. Provision for cleaning foodstuffs and equipment (double sink). Supply of hot and cold water. Supply of some tea towels – hirers are expected to provide their own. Provision of cleaning equipment and suitable chemicals for all users. Facilities for disposal of waste (lidded bin, with liner, in kitchen, meeting room and both toilets. WNC waste and recycling bins outside kitchen door emptied in accordance with WNC schedule. Crockery and cutlery kept clean and in good condition (chipped items immediately disposed of). Crockery and cutlery that is available for hire is checked before storage by the Hall Coordinator. No storage of perishable food items on premises (only small quantities of tea, coffee and sugar). First aid box provided including a supply of "blue" adhesive dressings for covering cuts.	Village Hall is responsible for any equipment or facilities it provides. Hirers/Caterers are responsible for ensuring they meet Food Safety requirements and have to provide any additional equipment needed.
Pests - Rodents or wasps	Potential health risk and food contamination	Low	Any occurrences of rodents or wasps should be reported to the Hall Coordinator/member of the Committee who will contact the appropriate pest control expert.	



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			All food should be stored in sealed containers	
Exposure to chemicals and medicines	Potential risk of ingestion by children Potential risk of chemical contamination to persons and clothing	Low	No medicines are provided by the Trustees, nor stored in the first-aid box. Only “household” grade chemicals are provided for Village Hall hirers’ use in original containers. Cleaning cupboard, where chemicals are stored, has a lockable door to prevent access by young children. Chemicals are stored in a lockable cupboard and are on shelves above waist level to prevent young children from gaining access. Extreme care must be taken when retrieving chemical cleaning products to avoid any possible spillage.	Current risk
Electrical Appliances (cookers, kettles, extension leads, vacuum cleaner, Refrigerator	Potential injury to users due to electric shocks and incorrect usage. Potential risks associated with food safety due to incorrect temperatures and/or usage	Low High	All users are responsible for reporting any faults they encounter and should not use any appliance if a visual check indicates a fault (e.g. loose plug, cut cable). Any appliance with a defect is removed from use until repaired or replaced. Portable Appliance Testing is undertaken at appropriate intervals for each item. Hirers’ are responsible for checking that the refrigerator is operating at the correct temperature before use. Hirers’ are responsible for ensuring that any food that is served is heated to the correct temperature	
Tables and Chairs	Potential risk of injury when moving items and erecting tables and taking them down. Potential injury due to stacked chairs and tables falling over.	Med Low	Tables are lightweight to minimise handling risks. Chairs should not be stacked more than 6 high. Chairs and tables in hall not to be placed in front of emergency fire exits.	
Step Ladders	Potential risk to users due to condition and bulkiness Risks associated with working at heights, e.g. falls	Low	Low Step ladders are kept in good condition, with particular attention to the treads. Step ladders should be returned to their correct storage position. When using ladders ensure adequate help.	
Noise	Disturbance to neighbours and other users due to noisy activities in hall	Med	Hirer’s Conditions of Hire and Hirer’s Guide request users to respect neighbours and keep noise levels at an acceptable level. Closure of entrance doors and windows reduces the noise that can be heard outside.	
Scalding	Potential injury to persons	Med	Do not carry kettles across walk areas, fill teapots near the kettle. Fill washing up bowls/sinks with some cold water before adding hot water.	



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			The Burco boiler has a tap to fill it directly it is still used owing to the number of hot drinks being made at certain times.	
Slippery surfaces	Potential injury to persons	Low	Floor surfaces designed to reduce the potential risk (see Floors) Users need to take extra care in icy and wet conditions. Adequate cleaning equipment is provided and maintained to clear up any spillages.	
Falling objects	Potential injury to persons	Low	Hirers are requested to leave the hall in a clean and tidy condition with equipment stored away. No heavy items are to be stored on tops of kitchen cupboards or in high cupboards. Step ladders are provided to use when necessary (e.g. for items on high shelves, replacing light bulbs) Users should ensure help is available if needed.	
Slips, trips and falls	Potential injury to persons	Low	Hirers are requested to leave the hall in a clean and tidy condition with equipment stored away. There are no transparent surfaces. Step ladders are provided and should be used when necessary with adequate help.	
Manual Handling	Potential injury to persons owing to incorrect lifting	Med	Heavy items not to be stored above shoulder height. Step ladders should be used when necessary (e.g. for items on high shelves, replacing lights in main hall) Do not carry heavy items alone, ensure there is help available. Do not carry too many chairs at a time The provision of equipment takes account of the manual handling implications: - provision of lightweight tables and chairs - provision of aluminium step ladders	
General unclean and untidy conditions	Potential risk of food contamination, ill health and potential injury to persons due to slips and trips	Med	Weekly cleaning is carried out to ensure the hall is in a clean and tidy condition. Hirers' contracts require they leave the hall in a clean and tidy condition and cleanliness is checked for each private hire. Adequate cleaning equipment and chemicals are provided for all users. Waste is provided by lidded bins in the kitchen and WNC bins outside.	
Lone Working	No help on hand if injured. Abduction or abuse from third party.	Low	Notify someone of movements. Keep external Village Hall doors closed whilst working alone. Arrange to meet visitors by prior appointment and keep contact details. Do not enter premises if you feel unsafe. Do not work at heights (e.g. on ladders, on roof) without adequate help.	