

Risk Assessment - Upton Bishop Millennium Hall Outdoor Space – April 2022

| What are the hazards | Who might be harmed / how Severity (S) / Likelihood (L) Risk (R) | What is being done already | What further action is necessary | Action by who | Action by when | Done |
|--|---|---|--|---------------|----------------|------|
| <p>Slips trips and falls Uneven Surface on field Tree roots and branches Mole hills Rabbit holes Slippery surfaces Bank around carpark Low kerb from carpark to paved footpath Uneven surfaces Spillages Trip hazards</p> | <p>Users of the Hall and car park and Members of the Public (MoP) may suffer injuries such as fractures or bruising if they trip over an object or slip.</p> <p>S = Medium (3) L = Low (1) R = Low Risk (3)</p> | <p>Regular check of the outdoor space is made by the Management Committee.</p> <p>The cleaner, SG reports any issues to the Management Committee representative, CW. The high standard of work done by SG and CW is evident.</p> <p>The lighting around the Hall is good and walkway around the Hall is clear, level and well maintained.</p> <p>Parking spaces for visitors with disabilities available next to hall entrance.</p> <p>Car park surface and paved areas maintained to be as even as possible.</p> <p>All drain covers are in place and level.</p> | <p>Management Committee continue to make regular checks of the outdoor space and proactively clear away debris, carry out maintenance and report the need for further maintenance, if required.</p> <p>Review how to record inspections and any work carried out or required.</p> <p>Advise Hall users of potential hazards through the Hire Agreement and ensure they know how to report any damage or need for maintenance.</p> <p>Advise members of the public of the risk assessment through the village website and Upton Bishop social media pages.</p> <p>Committee to consider putting up a sign on entrance to Hall to ensure that members of the public know there is risk and the Management Committee do not accept responsibility for personal injury, loss or damage to belongings (as per</p> | | | |

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| | | <p>There was no litter or rubbish found when carrying out this risk assessment.</p> <p>Nothing is stored in the outdoor space.</p> <p>The grit bid was locked and in good condition.</p> <p>Hirers are made aware of their duties to clear up and report damage through the hire agreement and terms and conditions.</p> <p>Carpark access is gritted/ salted in icy conditions prior to Hall hire and grit is available for use by hirer.</p> <p>All pedestrian areas are kept clear.</p> <p>Kerbs/steps on pedestrian walkways are clearly marked.</p> <p>No trailing electrical leads/cables</p> | <p>recommendation by Richard Timney, Community First)</p> | | | |

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| <p>Weather related conditions</p> <p>Icy car park and paths</p> | <p>Anyone may be injured through slips on ice, mud or from weather related hazards.</p> <p>If very icy, cars could crash or collide with pedestrians.</p> <p>S = High (4) L = Low (1) R = Medium (4)</p> | <p>In icy conditions, the car park section approaching the Hall and the path leading to the Hall are gritted. CW, GP and EP currently available to carry out gritting.</p> <p>Mud and surface flood water is not a problem.</p> | <p>Management Committee monitor the weather and anticipate icy conditions.</p> <p>Increase number of people available to help with gritting.</p> <p>Review if there is a need to warn hirer of potential risk.</p> <p>Hirer to warn hall users of potential risk.</p> <p>In snow or severe weather conditions – consider shutting the Hall or take appropriate action agreed with the Hirer.</p> | | | |
| <p>Trees and bushes</p> <p>Overhanging branches</p> <p>Damaged trees or bushes</p> <p>Falling from height</p> | <p>Anyone may be harmed by falling branches or overhanging branches.</p> <p>Children may be tempted to climb trees and risk falling, scratches or other injury.</p> | <p>The Management Committee inspect the outdoor space and carry out maintenance, if required and if competent to do so.</p> <p>Tree surgery to be carried out by responsible and appropriate specialists.</p> <p>All equipment owned by the Hall is in good condition and</p> | <p>Children playing in the outdoor space should be supervised by a responsible adult.</p> <p>Ivy at the pedestrian gate may soon need to be cut back.</p> <p>There is a long, heavy overhead branch very close to the field gate. Monitor health of this tree and consider removing overhead limb.</p> | | | |

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| | S = Medium (3) L= Low (1) R = Low (3) | stored in a locked cupboard or garage. | Advise Hall users of potential hazards through the Hire Agreement and ensure hirers know how to report damage and maintenance needs. Advise members of the public of the risk assessment through the village website and Upton Bishop social media pages. | | | |
| <p>Boundary hedges and fences</p> <p>Road to the north boundary is outside of the 30mph village boundary.</p> <p>Pond in adjoining field to the south.</p> <p>Barbed wire stock fences on far side of boundary hedges.</p> | <p>Possible minor injury to the public from falling against the hedge.</p> <p>More serious injury to anyone attempting to climb over the hedge.</p> <p>S = High (5) L = Medium (3) R = High (15)</p> | <p>Regular inspection by the Management Committee to ensure fence and hedge in good condition. Thick hedge acts as a deterrent to climbing.</p> <p>Pedestrian Gate in field is in good condition.</p> <p>Hedge is regularly cut at appropriate times of year for wildlife. The newer part of the hedge on the south boundary is being allowed to fill out. The barbed wire fence is in good condition but exposed.</p> | <p>Children should be supervised at all times.</p> <p>Consider additional infill hedge planting (believe hedge and fence is owned and maintained by neighbouring landowner).</p> <p>Advise Hall users of the potential hazards through the Hire agreement.</p> <p>Advise members of the Parish of potential hazards through the village website and social media pages.</p> | | | |

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| Injury while at play or during sports | Anyone may be injured while using the field or tarmac/ paved area for play or outdoor sports. S = Medium (3) L = Low (1) R = Low (3) | There are goal posts in the field. These have recently been repaired and returned. The posts are currently by the garage and have not yet been re-sited on the field. The management committee regularly inspect the outdoor area. | Children should be supervised at all times by a responsible adult. Ensure sports users carry out their own risk assessment and have responsible adult(s) on site. | | | |
| Animals on site Dog waste Animal attack | Anyone could be seriously harmed by coming into contact with dog mess. Anyone could be harmed by uncontrolled animal. S = High (5) L = Low (1) R = Medium (5) | No dogs or other animals on site, except service dogs such as guide dogs. There are clear signs on the entrance gates to state 'no dogs'. Notice placed this month (February) in The Chimes regarding 'no dogs'. Any event which includes the need for animals on site, such as a dog show, is reviewed by the Management Committee before granting permission. | Management Committee has a policy of no dogs or other animals on site unless service dogs, such as guide dogs. This was reviewed and upheld in January 2022. | | | |

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| <p>Outdoor Maintenance</p> <p>Cutting grass and hedges</p> <p>Working with machinery on-site</p> | <p>Users of the hall and car park may interact with contractors working on site</p> <p>Anyone working at height could suffer potentially serious injury.</p> <p>S = High (4) L = Low (1) R = Medium (4)</p> | <p>The Management Committee is grateful to TW who carries out grass and hedge cutting. TW uses his own machinery.</p> <p>The Management Committee engages responsible and correctly qualified people for Maintenance. Maintenance contractors must operate under their own SSOW</p> <p>Those using Hall owned equipment know how to use it correctly and all equipment is well maintained.</p> <p>Restrictions of access may apply when contractors are working eg grass cutting.</p> | <p>Management Committee will continue to ensure operatives are properly trained in the use of Hall owned equipment.</p> <p>Management Committee will continue to ensure all Hall owned equipment is properly maintained and PAT tested.</p> <p>During outdoor maintenance, those carrying out work will ensure members of the public are restricted.</p> | | | |
| <p>Working at height</p> | <p>Users of the hall and car park and MoP may suffer injuries from falls off equipment or surfaces above ground level.</p> <p>S = High (4)</p> | <p>A ladder and scaffolding is owned by the Hall and stored in the locked garage. All are in good condition.</p> <p>The access ladder to the roof space is in a locked cupboard and not available to Hall hirers.</p> | <p>Any platform or surface above the ground should continue to be made inaccessible for use unless guarded or operated under a SSOW.</p> <p>Ladders and steps must be appropriate for use and operated under SSOW.</p> | | | |

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| | L = Low (2) R = Medium (8) | | Ladders and steps must not be left unattended and continue to be in locked storage. Identify those who may use the ladders and scaffolding. Ensure proper training for the use of the ladders and scaffolding. Review the condition of the ladder and scaffolding periodically – ensure any faults are reported and dealt with promptly. Ensure hirers know about risks and identify these in the hire agreement and terms and conditions of hire. | | | |
| Vehicle movement Vehicle access and parking | Hall users and MoP could suffer injury in collisions in the carpark or when entering/ leaving S = High (4) L = Medium (2) R = Medium (8) | There is lighting and footpaths around the Hall. The entrance to the Hall is clear and there is good visibility throughout the car park. The entrance gates are recessed from the road to allow safe locking and unlocking of gates. | Ensure hirers know there is vehicle access and parking in tarmac parking areas only. Continue to advise Hall users of potential hazards through the Hire Agreement and ensure they know how to report any damage or need for maintenance. | | | |

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| | | Gates can be secured open. | Through the hire agreement, ensure hirers inform their group of maximum speed limit 5mph on site. Management Committee consider need for displaying speed limit signs. | | | |
| Broken Glass | Users of the hall and car park may suffer cuts and injuries if they either break or come into contact with glass from broken windows /doors. S = High (4) L = Low (2) R = Medium (8) | All windows and doors are in good condition. Hirers carry out their own risk assessment. | Children should be supervised by a responsible adult at all times. Through the hire agreement, ensure hirers know the area around the building is not suitable for ball games, cycles/scooters/motorised recreation vehicles etc. Advise Hall users of potential hazards through the Hire Agreement and ensure they know how to report any damage or need for maintenance. Advise members of the public of the risk assessment through the village website and Upton Bishop social media pages. | | | |
| Oil Tank | Hall users could suffer injury when the oil tank is filled. | The tank is only filled at a time when the Hall is not in Hire. The fuel tank is bunded and protected. It is inspected regularly | Management Committee schedule the oil delivery at a time when the Hall is not in hire. Advise Hall users of the potential hazards through the Hire agreement | | | |

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| | Danger of coming into contact with fuel Potential fire hazard Danger of creating slippery surface S = High (5) L = Low (1) R = Medium (5) | Any filler or outlet points are secure Filling is carried out under SSOW by the fuel supply company under supervision. | and ensure the hirer knows how to report any damage or need for maintenance. Management Committee to consider the need for a spill kit in case of an emergency. | | | |
| Septic Tank | Danger of contact with sewage and waste water. S = High (5) L = Low (1) R = Medium (5) | The covers to the septic tank are properly in place. | Through the hire agreement, warn users to avoid driving over covers when bringing equipment onto the field. Ensure the septic tank is clearly marked to hall users and MoP. Consider marking the area off with a low fence. | | | |
| Hazardous substances Weed killer and pesticides Poisonous plants | Danger of Hall users and MoP coming into contact or being injured by litter, hazardous material, dog mess left in the | There is occasional use of weedkiller around the paved areas. All hazardous substances are stored in a locked cupboard or in the garage. | The use of weed killer should be carefully considered. Its application should be restricted. Operatives of Hall owned products should be given guidance on the correct use and ensure protective equipment used. | | | |

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| | <p>grounds or around the hall.</p> <p>Skin or eye contact and inhalation or ingestion may lead to serious reactions in both humans and animals</p> <p>S = High (5) L = Low (1) R = Medium (5)</p> | <p>There are no known poisonous plants on site.</p> <p>Hirers need to remove all rubbish.</p> <p>No dogs permitted except guide dogs or under hire conditions.</p> <p>Regular sweeps of the grounds to pick up litter.</p> <p>Access is restricted to legitimate hall users by locking the gates when not in hire.</p> | <p>If appropriate, warning needs to be given to the hirer and public.</p> | | | |
| <p>Electricity</p> <p>Cables</p> <p>Electrical equipment</p> | <p>Users risk electric shocks or burns from faulty installations or equipment.</p> <p>S = High (4) L = Low (1) R = Medium (4)</p> | <p>PAT testing carried out on all Hall owned items.</p> <p>All Hall owned equipment is well maintained.</p> <p>Maintenance is only carried out when the Hall is not in hire.</p> <p>There are no outdoor sockets.</p> | <p>Make sure hirers know where the isolation/fuse box is situated. (schematic drawing) and how to turn off the electricity supply.</p> <p>Advise Hall users of potential hazards through the Hire Agreement and ensure they know how to report any damage or need for maintenance.</p> | | | |

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| Specialist events | Some events may carry a risk to participants. S = High (5) L = Low (1) R = Medium (5) | No overly risky events identified. It is for organisers to ensure their activities are safe but the Management Committee will want to reassure themselves in advance of the safeguards in place. | Check policies, procedures, insurance and track record of organisers of riskier activities should any wish to use the hall. Carry out an additional risk assessment of the event. Check with insurers about the event. | | | |
| Stored Equipment | Users or members of the public could be injured by materials temporarily or permanently stored on site. S = High (4) L = Low (1) R = Medium (4) | All equipment or materials is stored securely and if accessible is stored safely. | Advise Hall users of potential hazards through the Hire Agreement and ensure they know how to report any damage or need for maintenance. | | | |
| Fire | Danger of users or members of public | No open fires are permitted in or around the hall. | Consider the need for external fire extinguishers to be positioned and clearly visible and available. | | | |

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| | being injured by fire S = High (5) L = Low (1) R = Medium (5) | The gates are locked when the Hall is not in hire. | | | | |
| Misuse of outdoor space | Anyone may be harmed or affected by misuse. S = High (5) L = Low (1) R = Medium (5) | The Hall is on the edge of the village and on a busy road. The Hall gates are locked when the Hall is not in hire. | The Management Committee upholds the policy of locking the gates (this was reviewed in January 2022). Hires are made aware to lock the gates after use through the Hire Agreement. | | | |

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| <p><u>Ongoing monitoring of risk</u></p> | <p>Risks are monitored at Committee meetings and reviewed annually through this risk assessment checklist.</p> <p>The Committee includes a Buildings report, the Outdoor Space and matters arising on the agenda at each Committee Meeting.</p> <p>The Management Committee and cleaner deal with problems as they come across them or as they are reported by hirers.</p> <p>The hire agreement sets out the responsibility of hirers to report faults.</p> | <p>Monitor the log book and include as a regular agenda item at Committee meetings.</p> <p>Review the Health and Safety folder.</p> <p>Review when inspections take place and include outcomes as a regular agenda item.</p> | | | |
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This risk assessment was carried out in February 2022 and is based on the HSE’s “Example risk assessment for village halls” and the example risk assessment provided by Richard Timney, Community First. The 5 x 5 Risk Matrix (HASpod.com) is used to calculate risk. This risk assessment may not cover all potential risks at Upton Bishop Millennium Hall. All members of the management committee are encouraged to be vigilant at all times and the Committee aims to have procedures in place to allow users to easily report issues they come across and for the Committee to monitor remedies.

It is vital that hirers are made aware of their roles and responsibilities in relation working safely and reporting issues through the employment of a clear HIRE AGREEMENT and TERMS and CONDITIONS.