

Orlingbury Village Hall Risk Assessment 03/07/2025

Susan Cole, ARMI

What are the hazards?	Who might be harmed and how?	What are we already doing?	What further action is necessary?	Risk rating	Action by who?	Action by when?
Fire	All visitors to the hall and surrounding residents	Fire Alarm installed. Fire extinguishers in place and serviced. Fire instructions, exits and Fire doors in place. Heaters marked. Monthly Fire Alarm tests which are logged. Designated Fire Officer - Andy Gosling. Fire blanket and Fire log in Kitchen. Smoke detectors in kitchen tested monthly. Fire Exits illuminated. Five year Electrical Inspection undertaken and passed May 2023.	Regular hall hirers should undertake a Fire drill to ensure they can evacuate the building quickly and assemble at the bottom of Orchard Close - opposite the hall. New No Smoking / Vaping signs in place within the hall. No candles or naked flames to be lit in or near the building. Fire doors working. Hirers requested to switch off all electrical appliances, other than the wall heaters and blinds when they leave the building. PAT completed Oct 24. All curtains flame retardant treated.		Fire Officer & VHMC	Review of hire information for fire best practices. Completed Continue with monthly fire alarm checks. PAT to be done in Oct 25. Booked Curtains need flame retardant treatment Sept 25. Rear Fire door broken replacement doors ordered.
Flood/ water ingress	Fabric of the building and visitors	Electrical heating updated for remote control to prevent burst pipes. Guttering and windows cleaned and maintained. Drains kept clear. Monitoring of water bills.	Annual plumber check completed Nov 24. Treasurer undertaking monthly meter readings. Reminder to users to turn off dripping taps. Professional cleaning of gutters and downpipes completed May 25. A preferred plumber has been found to attend at the hall when required.		VHMC	Plumber check needed Nov 25.

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Virus transmission- Staff, contractors, volunteers, Hirers	Virus transmission left on premises	Stay at home guidance if unwell at entrance and side door. Hand sanitisers available in the building. Handbook includes instructions to ventilate the building.	Hirers encouraged to ventilate the building during hires. New booking system to keep audit trail of hirers. Velux switches mounted on main hall wall for easy operation. Professional cleaning weekly.		VHMC	
Slips/ trips and falls	All visitors to the hall and by-passers	Grip mats. Marked internal steps with handrail under stage. Weekly cleaning and inspection of floor surfaces inside building. Handrails fitted to external steps and ramp. Emergency lighting to external entrances. Tables and chairs securely stacked and stored to prevent falling onto anyone. External steps and walkways pressure washed and steps re-painted.	Cleaner sweeps external steps and door ways. Main hall floor professionally cleaned and re-sealed Oct 24.		AG	Bonded toilet floor covering requires new adhesive where it joins tiled floor. Kitchen floor also. Contractor to be engaged Oct 25. New trolly's to be researched from Go-Pak for storing chairs securely.

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Health & Safety	All visitors and users of the hall	Clear waste disposal systems in place. Food Hygiene posters displayed in kitchen. Good signage to direct users to First Aid kit and defibrillator. Hazardous substances kept in marked locked cupboards. Stacking tables and chairs using trolleys with safety straps. Emergency lighting checked and re-charging torches in case of lighting failure. Heaters remotely controlled and marked as HOT. All hangings on walls fitted with perspex glass and secured to walls Outside areas maintained. Velux windows to allow for ventilation in main hall.	First Aid kit and Accident book regularly checked. Expelair fan fitted with timer switch for undert stage ventilation. Electrical meter checking undertaken by Treasurer monthly. WiFi kept on - notice in place. Hall conditions of hire displayed in main foyer with hall plan. What 3 words displayed in both foyers. Weekly cleaning rota displayed.			Revised hire conditions displayed on line LC. Completed. Regular hirers What's App group for ease of communication.
Public Liability	All visitors to the premises	Insurance cover for 5 Million pounds. Licences displayed. Users information via on-line system.	Insurance evidence letter displayed in hall.		LC	

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Theft/ vandalism	All users and residents of Orlingbury	New door and window locks fitted. Postal fire basket fitted to letterbox. Regular monitoring of premises. Hall inventory taken and kept up to date	New external under stage door fitted and working well. Coroded external hinges to side foyer external door. New door ordered for fitting in Sept 25.		VHMC	New door fitted.
Financial	All visitors, users and residents of Orlingbury	Monthly financial monitoring of income and expenditure. Designated savings account established.	Application for grants and financial assistance with specific activities. Marketing of the hall and its facilities		VHMC	Monitoring by all
Boundary walls collapsing	All visitors, and residents of Orlingbury	Boundary walls affected by frost and heave. Could cause collapse blocking exits.	Monitoring. Written to neighbours to share cost of replacing damaged rear wall with fencing. Dec22, March 23, July 23, Sept 23. Neighbours unable to contribute to repairs/ replacement.		VHMC	Monitoring by all

Controls working well

Controls need monitoring

Controls required