

Harmston Parish Council

Use of hall for evening meetings

Hall Hire Risk Assessment 2024

Village Hall is maintained by a committee, and the PC hire it 7 times a year. The Hall is equipped with safety equipment such as grit for icy paths, fire blankets, trolley for moving chairs. The PC do not use the kitchen, and only use the table and chairs – putting them and returning them to storage. Members of the public do not attend in large numbers and periodically. Children are not present at meeting. Meetings are held inside and the outside space is not used.

	LIKELIHOOD (Chances of occurrence)		SEVERITY (Outcome)
2	Remote Possibility	2	Negligible Injury
4	Unlikely	4	Minor Injury
6	Possible	6	Major Injury or Disability
8	Very Likely	8	Death
10	Certainty	10	Multiple Deaths

HAZARDS		BEFORE CONTROLS		
		LIKELIHOOD x SEVERITY = RISK RATING		
1	Slope entering and exiting hall	6	4	10
2	Paths can be slippy due to moss and/or ice/snow	6	4	10
3	Lighting is not bright at entrance/slope/path	6	4	10
4	Transporting chairs/tables and tidying them away	6	4	10
5	Securing table legs	6	4	10

LOW (1 – 30)	MEDIUM (30 – 40)	HIGH (40 – 80)	VERY HIGH (80 – 100)
------------------------	----------------------------	--------------------------	--------------------------------

Who Might Be Harmed?

1	Adults
---	--------

HEALTH & SAFETY ADVISER

Controls

Detail all appropriate controls stating whether they are currently in place. Where an appropriate control is identified but not operational tick the No column and detail further action in the table below.		IN-SITU	
		YES	NO
1	Slope entering and exiting hall has a hand rail	Y	
2	Paths are regularly cleared of algae, moss etc. to reduce slips, trips and falls. Ice or snow on paths can be treated with large bucket of rock salt grit kept in the main foyer	Y	
3	Lighting when unlocking/locking the hall isn't great. Torch to be used.	Y	
4	Use of trolley when moving chairs from storage into hall	Y	
5	Ask for assistance if unsure	Y	

Risk Rating After Controls

		LIKELIHOOD x SEVERITY = RISK RATING		
1	Hand rail not used	2	4	6
2	Paths not treated and hand rail not used	2	4	6
3	Torch not used	2	2	4
4	Trolley not used	2	2	4
5	Advice not sought	2	2	4

LOW (1 – 30)	MEDIUM (30 – 40)	HIGH (40 – 80)	VERY HIGH (80 – 100)
------------------------	----------------------------	--------------------------	--------------------------------

Further Action Required

Specify any further action required		Date Completed
1	Non required	11/02/2024

Assessment completed by:	H.Jones
Date:	11/02/2024
Signed:	
Confirmation that detailed controls will be implemented at all material times:	

HEALTH & SAFETY ADVISER

Signed:	
Date:	
Position:	Clerk

*Completed using the HMM Risk Assessment for hirers