

Setting the scene

The Committee decided to do a risk assessment of Gate Hall to control the risks to people who use the Hall and are involved in its maintenance and upkeep.

The Committee does not have a legal requirement to record the findings of this risk assessment as fewer than five people work at the Hall. Much of the repair and maintenance work at the Hall is done by self-employed contractors, who have responsibility for their own health and safety, as well as for other issues like the hours they work and their financial and tax arrangements.

However, the Committee decided that there are sound legal and business reasons to record the findings of the risk assessment, and to take steps to make sure that they are brought to the attention of those working or holding an event in the Hall.

The Chairman of the Committee did the risk assessment.

How was the risk assessment done?

The Chairman followed the guidance in Five Steps to risk assessment

www.hse.gov.uk/pubns/indg163.pdf

1. To identify the hazards, the Chairman:
 - looked at HSE's web pages for free health and safety advice and guidance for small businesses;
 - walked around the Hall, car park and other areas with another member of the Committee noting things that might pose a risk; and
 - spoke to other users of the Hall, and to people who had done jobs at the Hall, to learn from their experience and to get their views on health and safety.
2. The Chairman then wrote down who could be harmed by the hazards and how.
3. He wrote down what controls were in place to manage these risks and then compared these to the guidance on HSE's website.
4. He put the findings of the risk assessment into practice, writing down who was responsible for doing what, and by when. It was decided to tick off each action when it was completed, and to record the date when it was done.
5. The Chairman discussed the findings with the Committee. The committee decided to put in place all the additional risk controls the Chairman had suggested. They also decided that the risk assessment would be shown to all workers doing jobs at the Hall, and published on the web site www.thegatehall.co.uk to be available to all users of the Hall, and that it would be discussed with the representatives of all groups using the Hall for the first time. The Committee decided to review the risk assessment every year, or immediately if any changes occurred to the Hall or how the Hall was used.

Version	2.10
Assessment completed	25 Nov 2024
Next review date	25 Nov 2025

The Gate & District Welfare Association - Hall Risk Assessment

What are the hazards?	Who might be harmed and how?	What are we already doing?	What further action is necessary?	Action by whom?	Action by when?	Done
<p>Slips, trips and falls Caused by uneven surfaces or slippery floors.</p>	Users of the Hall, contractors, passers by in car park. Potential injuries include fractures and bruising.	<p>Parking space for users with disabilities closest to Hall.</p> <p>Users advised to clear up spillages immediately.</p> <p>Both Small Hall carpets were replaced with anti-slip versions and are now safe.</p>	None.			
<p>Fall on stage steps Caused by steps not being secured correctly to the stage.</p>	Users of the Hall injured if the steps are not secure and fall off the side of the stage.	A hand rail has been fitted to the steps.	Ongoing inspections to ensure hand rail is servicable.		Ongoing	
<p>Working at height</p>	Contractors, users of the Hall installing decorations, drama groups rigging scenery and lighting. Falling off ladders and other means of access.	Contractors instructed to follow safe working practices and provide Risk Assessments and Method Statements. This also applies to major groups using the Hall, e.g. for Theatre and Opera performances. Advice given in our H&S policy document.	None.			
<p>Poor storage of tables and chairs</p>	Users of Hall who are setting up or dismantling an event might suffer strains and crush injuries.	Specially designed trolleys installed under the stage. Track system has been reviewed and repaired. Castor system on left hand and centre trolleys have been completely redesigned and replaced.	None			

The Gate & District Welfare Association - **Hall Risk Assessment**

Hazardous substances e.g. cleaning products and paints	Hall users, especially young people, may suffer skin irritation or poisoning.	Cleaning products stored in dedicated locked cupboard. Paints (for decorating Hall) stored in locked outside cupboard.	None			
Manual handling	Users may suffer back injury when moving heavy items, e.g. tables and chairs	Care must be taken when moving heavy items.	None			
Fire	All users of the Hall who might be trapped and suffer burns and smoke inhalation.	Fire risk assessment done. Fire alarm fitted. Fire extinguishers checked annually.	Manual fire alarm system to be checked every 6 months.	Chairman	Ongoing	
Electricity	All users of the hall must take care when using electrical equipment.	All electrical wiring and fuse boxes are checked annually	Circuits re-tested when changes made.			