## SALTFORD COMMUNITY ASSOCIATION

## HALL USER RISK ASSSESSMENT 31/10/2023

RISK ASSESSMENT Type of risk assessment: <u>Activity</u> / Design / <u>Building</u> (underline)

Name(s) - Saltford Community Association Chairman

Department - All All Trustees
Event - Various Hall manager

Location(s) - Saltford Hall.

Severity (S)	Likelihood (L)	Risk Factor (R)	S x L= R
1 Low-slight	1 Low- unlikely	1/2 Low-	- may require additional control
2 Medium- injury	2 Medium- occasiona	al 3/4 Med	ium- probably requires additional control
3 High- serious	3 High- probable	6/9 High	- unacceptable

	Hazard (bold heading) Associated risks (listed below)	People at risk	Risk factor	Risk reduction measures	Reduced Risk factor	Action/Comments
1	Inadequate use of personal protection equipment	Volunteers, staff and stage crew		Where necessary, seek advice from the Hall Manager.		Yellow hard hat, high visibility jackets, stout gloves available from the Green Room
2	USE OF THE STAGE PLEASE CONSULT THE SEPARATE RISK ASSESSMENT FOR USERS OF THE STAGE	Volunteers, staff and stage crew				
3	MANUAL HANDLING	Volunteers and, staff.				All volunteers and staff must be aware of correct procedures

	Carrying or moving heavy and /or awkward objects		2	2	4	Ensure all staff and volunteers are aware of manual handling instructions and that items are lifted by the correct number of people.  Manual Handling Posters to be displayed.  Make sure all sharp edges are covered or smooth before moving/ lifting objects	1	1	1	
	Back strain and or muscular injury		2	2	4	Ensure volunteers and staff use casters and lifting equipment where possible.	2	1	2	
	Physical injury such as trapped fingers		2	2	4	Ensure correct manual handling procedures are followed. Appropriate PPE/stout gloves to be worn.	2	1	2	
4	CABLES	Volunteers and staff	2	2	4	Ensure all cables that are running across the floor are covered with a mat covering. Any cables that are near edges must be taped down with strong tape.  Sound and lighting cables to be gaffer taped	1	1	3	Tape / gaffer tape to be available from stage manager or Hall Manager
5	TRIP HAZARDS									
	Badly managed cables, props, spillages can cause falls, slips or trips and lead to injury	Volunteers and, staff.	2	2	4	Event leader to walk all areas to ensure the floor is clear before each event. Spillages to be cleared up/dealt with immediately.	2	1	2	

6	EXCESSIVE LOUD NOISE									
	Injury to hearing caused by constant loud noise or short sudden bursts	Volunteers and staff.	2	2	4	Ensure the appropriate PPE is available and worn (e.g. ear protection/ protective shields).	1	1	1	Ensure appropriate PPE is available. Team leaders, hearing aid users and others must be aware of others needs. Hearing aid users should have them switched on.
7	CONFINED SPACE									
	Poor ventilation, low lighting levels, low beams and bulkheads	Volunteers and, staff.	1	3	3	Appropriate PPE to be worn when appropriate. Lighting level to be as high as appropriate	1	2	2	Ensure appropriate PPE is available.
	DAGUCTA OF A DEAG									
8	BACK STAGE AREAS									
	Dimly lit stairways leading to trips and falls	Volunteers and staff.	2	2	4	Ensure lighting is working and-stairways are kept clear	2	1	2	Hall manger to check lighting is fully working
9	ELECTRICAL EQUIPMENT									
	Electrocution/ Electric shock 240 V tools	Volunteers, staff, Stage Cast and Stage Crew	2	2	4	All electrical equipment must have an upto-date PAT test completed. All items visually to be checked. All items to be turned off when not in use.  Check that all 240V tools are double insulated and RCD protected, unplug when not in use.  Persons who bring there own power tools	2	1	2	
						must make sure there are up-to-date PAT tested.				

10	FIRST AID	All present	2	2	2	All involved to be aware of first aid box's location.	1	1	1	
11	LADDERS/ STEPS LADDERS									
	Stiles, feet, rungs, locking mechanism, platforms treads	Volunteers and staff.	2	1	4	Ladders to be locked and used only by authorised persons who are appropriately trained. Ensure all stiles are not bent or damaged. Ensure all feet are in place and not missing or worn, rungs not bent or missing, locking mechanism works properly. Ensure platforms are not bent and all treads and rungs are fully in place.	1	1	3	
12	USE OF CORDLESS TOOLS WOODEN MATERIAL									
	Injuries, cuts, severing of limbs	Volunteers and staff	2	2	4	Ensure all users are properly trained. Remove batteries after use or when unattended.	2	1	2	
	Saw dust in eyes  Dust hazards					Check all safety guards. Use correct PPE. Use an extractor fan when needed.				
	Splinters					To reduce dust use a light spray of water before sweeping.				
						Always consider COSHH when using different materials.				

13	FIRE	All present	3	1	3	Ensure that access to fire exits is kept clear.  Stage Manager/Drama Manager/Front of House manager/Event Lead to be fully conversant with activation process and key location and deactivation procedure.		
14	WELFARE	All present				Young people to have supervision at all times. Ensure pregnant members of cast and audience have easy access to toilets and frequent breaks. Verbal abuse will not be tolerated. Any persons verbally abusing will be asked to leave the building or police will be called (event manager) Temperature controls throughout the building to be in line with comfort and weather conditions.		

Approved and reviewed by the Trustees annually.

Richard Evans Honorary Chairman Saltford Community Association