

**PANT MEMORIAL INSTITUTE - Registered Charity 240435**  
**Pant Memorial Hall, Pant, Oswestry, SY10 9QG**



**RISK ASSESSMENT - JULY 2021 including Covid-19 (roadmap step 4)**

<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing?</b>	<b>Do you need to do anything else to control this risk?</b>	<b>Action by who?</b>	<b>Action by when?</b>
<b>Electricity</b>	Users risk electric shocks or burns from faulty insulation Users may bring unsafe equipment to hall	All work carried out by qualified and registered electrician Five yearly inspection of installation All hall equipment PAT tested annually All plug-in socket covers removed and their future use banned Booking conditions mandate safe equipment.	Repeat PAT test	Secretary	Ongoing
<b>Work at height</b>	Anyone risks injury when working at height. Mobile phone coverage at hall can be poor, so lone users cannot rely on a mobile as a safety aid.	Contractors and hirers reminded that mobile coverage is poor (O2 and Vodafone only) Hall stepladder not to be used alone and its condition monitored. Committee members reminded to tell someone that they are at the hall. Any work at height done with min two people present. Smart meter added July 2021 – no need for ladder work to read meter		Secretary	Ongoing
<b>Hot water</b>	Hot water presents a scald risk. Kitchen, bar area and toilets all have hot water heaters. All set at 60 degrees to prevent legionnaires. Kitchen also has a boiling water device.	'No children in kitchen' policy 'caution – hot water' stickers in kitchen Boiling water device is secured to wall and positioned for safe use of teapots. Stress keeping children out of kitchen – new notice placed. Hirer information advises boiling water device in kitchen. Burn dressings added to first aid kit	Annual cleaning of spray heads on water heaters in toilets	Booking secretary	Ongoing
<b>Vehicle Movement</b>	Risk of collision or injury from moving vehicles in car park	Car park is small. Good visibility in both directions. Children supervised at all times and everyone is aware of busy road.	Trim plant by car park entrance as needed to ensure clear visibility.	Committee	Ongoing

<b>Accidents</b>	Anyone	First aid kits available with HSE approved contents. Contents kept in date, replaced when needed. Blue plasters (food preparation) and eye wash bottles added to standard list. First aid kits checked monthly and logged. Accident form system implemented.		Secretary	Ongoing
<b>Outside Play area</b>	Risk of slipping. Possible risk in icy weather despite non-slip surface. Children can climb on to brick wall which has drop to tarmac on far side.	Area fenced off with gate. Anti-climb paint warning notices added. Access door to this area from hall is locked, with key out of reach of children. Hallway tiles were chosen with minimal slip in mind.	Keep play area clear when unattended. Surface pressure-cleaned June 2021. Repair/replace play area gate which is beginning to deteriorate.	Committee	Gate replacement end 2021
<b>Fire</b>	Risk of injury or death in case of fire Building is a single-storey structure with fire exits at both ends.	Professional fire risk assessment done November 2017 and all actions implemented. Maximum occupancy 120, hirers are advised 100. Fire alarm and up to date emergency lighting installed. Signs up dated. Weekly alarm checks and monthly lighting checks being done and logged. Professional checks of alarm, lights and extinguishers in place (contract with Chubb) No smoking/vaping signs in place. No rubbish collection to site – all users take their own rubbish away Total ban on gas appliances. Professional caterers may use small food-warming burners at their risk and responsibility if alarm is set off. Neighbours keeping an informal eye on hall Regular review of stored items.	No items to be left in outside play area. Minimise storage of paint (pending further redecoration) Repeat fire risk assessment	Secretary/committee	Ongoing new FRA and actions by end 2021.
<b>Hygiene</b>	Food poisoning. Infection spread risk. Vermin attracted by food.	Self-employed cleaner visiting weekly when hall open, fortnightly if hall closed. More visits if usage rises. No rubbish collection- bin liners provided to help users remove their own rubbish. Blue plasters added to first aid kit. Food storage limited to tea/biscuits in sealed containers. Auto-flush device installed for urinals. Paper towels to be used at bazaar for hand hygiene.	Monitor overall cleanliness. Increase cleaner visits if usage rises.	Committee	Ongoing
<b>Manual Handling</b>	Risk of injury if lifting items that are too heavy. All chairs and tables are placed in hall and then returned to store after each event.	New table rack and trolley provided. Room layout and storage information provided. Tables numbered to aid fault reporting.	Ensure hirers are advised of correct storage	Secretary	Ongoing

<b>Replacing Light Tubes/cleaning light fittings</b>	All at ceiling level with risk of falling while replacing	Fluorescent tubes in main room replaced July 2020 with long-life LED panels. Tubes in kitchen need contractor replacement due to ceiling height – would provide own ladder. Occasional clean of ceiling light shades in toilets needed as not sealed.	Anyone cleaning lights to ensure have help at hand, take care when using stepladder.	Committee	Ongoing
<b>Children on Premises</b>	Hall is on busy main road and has several separate areas so children can go out of sight. Locking front door is possible but has related fire escape risk. General safeguarding.	Need to supervise children is stressed. Hiring agreement mandates childcare provisions and DBS checks for commercial hirers running activities for children. Red hook at high level by front door – groups advised can lock themselves in but place key there for quick exit if needed. ‘No children in kitchen’ sign placed. Safeguarding policy produced and agreed.	No further action needed beyond reminders to hirers.	Booking secretary	Ongoing
<b>Bouncy Castles</b>	Risk of injury (and damage) from use of these. Insurers mandate only professional suppliers.	Bouncy castles are only allowed inside the hall, limited to 2 metre height (i.e. 6 years and under). Hirers must provide copy of public liability to booking secretary before booking is confirmed.	Continue to remind users of this requirement. No bouncy castle use in the hall unless public liability policy provided.	Booking secretary	Ongoing
<b>Violence and Aggression</b>	Risk of escalation of arguments regarding use of hall or car park. Risk to committee member property if they are known to be absent from home. Risk to hirers if they are known to be absent from home for an event.	Personal details of committee members are not public domain. The contact details for the hall are its own address, the booking mobile and generic email addresses. No alcohol licence for hall – any hirers wishing to sell alcohol must obtain their own licence. Committee reminded NOT to give out personal details of other members. (mandated in data protection policy) Private bookings listed as such on the online calendar, no other details posted.		Secretary Committee members	Ongoing
<b>Legionnaire's Disease</b>	Risk of infection from legionella bacteria. Risk temperature range for water is 20-45 degrees centigrade.	Water heaters set to 60 degrees No main water boiler or showers No water tank ‘Boiling’ water device for hot drinks is set to 96 degrees Building is low risk for legionella	Drain and refill boiling water device if not used for more than a week. If hall is not in regular use, taps to be run and toilets flushed weekly.	Booking secretary to advise if hall out of use. Secretary to action or delegate.	Ongoing
<b>Hazardous Substances</b>	Risk of inhalation or burn injury from cleaning products.	Cleaner provides her own cleaning materials and rubber gloves. No cleaning tasks require materials beyond normal domestic use. Any COSHH substances used by professionals only.	No further action needed		

<b>Storage</b>	Incorrect storage risks injury from falling objects	New table storage system and storeroom layout implemented September 2019. Max height of chair stack notices placed	Ensure future storage monitored and limited so that no cupboards become overloaded. Ensure unused items removed.	Secretary	Ongoing
<b>Asbestos</b>	Very low risk to users and committee members in normal circumstances. Risk to maintenance workers.	Asbestos survey carried out January 2018. Some sources identified and recorded. 500kg of asbestos removed and professionally disposed during hallway works August 2018. Asbestos management plan issued	Review asbestos management plan when further works done, issue to contractors.	Secretary	Ongoing
<b>Covid 19 – while hall closed in lockdowns (other covid 19 issues in next section)</b>	Risk of infection transmission or contamination of building. Those accessing building: contractors doing works, cleaner, committee members doing checks.	Building closed to all except those listed, notice on door. No-one with symptoms or who is self-isolating to enter. Only one 'team' in building at a time unless from same household. Secretary to co-ordinate inspections and works to ensure no overlap. No-touch sanitiser dispenser in entrance lobby plenty of window keys on sills/hooks to allow ventilation Face covering use to be encouraged	Continue to remind contractors to ventilate building, wash hands, social distance, consider face coverings	Secretary and committee	If closure mandated.

**COVID-19 ADDITIONAL RISKS – ongoing 'learning to live with the virus'. Risk now transferred to hirers but hall must provide facilities needed.**

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Covid 19 – general risk to cleaner and committee	Transmission between people. Transmission from surfaces.	Advisory notice on door and repeated throughout hall, includes 'do not enter if unwell or isolating' Kit box with PPE and procedures provided in case of Covid-19 incident.	Continue to remind all concerned to take precautions.	secretary	Ongoing throughout crisis
Transmission between groups	Two hirer groups meet meaning each hirer cannot control the situation.	One hour 'air gap' between one hirer locking up and next arriving.  Max 3 bookings a day.			
Lack of ventilation	Anyone in the hall if someone else present has covid-19	Window keys provided throughout building to make it easy to ventilate Rope provided to tie back entrance and kitchen external doors (this is compatible with fire regs as these are final exits). Internal fire doors should not be propped open.	Continue to remind all concerned to take precautions.  Arrange repeat fire risk assessment and possible use of automatic door closers	Hirers for precautions  Committee for FRA and actions	Ongoing
Surface contamination	Anyone	Sanitiser dispenser provided in entrance hall – checked and refilled as needed Wipes and sprays provided for surface cleaning Touch points all easy clean (e.g plastic shields on pull cords)		Hirers	Ongoing
Upholstered seating	Difficult to clean	Left marked as 'do not use'. We now have padded vinyl chairs which can be used instead.		committee	Ongoing throughout crisis
Lack of social distancing	Pinch points include side room and toilets. Kitchen encourages congregating.	We only hire to one group at a time. Recommend they hold activities in main hall rather than side room. Posters throughout building encouraging precautions.	Remind hirers to consider use of face coverings	Hirers	Ongoing throughout crisis
Kitchen	Obvious congregating point	Remind hirers to ventilate and encourage distancing.		Hirers via booking conditions	Ongoing throughout crisis

Store rooms	Limited size and ventilation – rooms do have windows but unlikely to be opened.	Lighting now on 'no touch' sensors Hirers to put out furniture themselves or supervise limited numbers in rooms.		Hirers	Ongoing throughout crisis
Toilets	Narrow entrances Limited space	1) Lighting now on 'no touch' sensors 2) pull strings for hot water devices replaced and covered with plastic tube for easier cleaning 3) cleaner to ensure soap dispensers cleaned and refilled		Committee	Ongoing throughout crisis
One off hirers	Not familiar with hall extra contact a risk to booking secretary (and hirer)  handling of cash/cheque/paper an infection risk  key transfer an infection risk	Virtual tour on website – we will not do 'showrounds' unless all concerned happy. All documents on website for hirers to read and complete. Paper transfer to be minimised; documents to be emailed if possible. payments by online banking. Cash/cheque only if no alternative.  Keys can be wiped/quarantined.	Encourage electronic signature on pdfs	Booking secretary	Ongoing
Changing regulations	Regulation and guidance keeps changing	Secretary and subcommittee are monitoring with updates from Shropshire village halls advisor. Booking conditions updated when needed. Current hirers advised when this happens. Maximum 3 bookings a day. Retain 'air gap' between bookings and free 60 mins before for hirer confidence/cleaning. (reduces chance of having to cancel some hirers if restrictions return)	Keep monitoring.  Be prepared to close hall if legislation mandates.  Retain previous signs and versions of documents in case restrictions return	Committee	Ongoing
Hall events	e.g. bazaar, remembrance service – risk will be on the committee.	Committee to consider nearer the time if these events are feasible. Keep monitoring situation and be aware of risks. Risk assessment for any events we run.		Committee	Ongoing
Test and trace	Possible venue alert if two or more cases at same venue.	Advice from QR poster service received and noted. QR poster to remain on display in entrance lobby. Venue will not need to close if we are alerted.		Committee	Ongoing
Managing concerns	Volunteers (i.e. all trustees) or contractors worried about risks	Free access to all these procedures.  No pressure on trustees to attend meetings or do anything that makes them uncomfortable.		Committee	Ongoing

**DATE OF NEXT REVIEW: October 2021**