

Venue Risk Assessment



Venue:	Wallington Village Hall
Address:	Broadcut, Fareham PO16 8ST
Contact No. - General Enquiries:	Geoff Knipe - Hall Manager - Phone: 07826 309186
Website:	https://www.wvca.co.uk/
Date of Risk Assessment:	1 March 2023
Description of Solent u3a Activities:	Used by Solent u3a for meetings attended by it's members. Meetings include Solent u3a's AGM, Speakers talks and social events.

Wallington Village Hall (WVH) is run by Wallington Village Community Association (WVCA)

WVCA aims to ensure a safe environment for those attending WVH, therefore the premises will be maintained in a safe condition and regular checks will be made by the Hall Manager who will report to the chair of the Hall Committee. A General Risk Assessment, a Fire Risk Assessment and COVID-19 Risk Assessment have been carried out. An annual check is undertaken, using the Health and Safety Executive Checklist for Village and Community Halls. (See attached).

Those organising WVCA events will complete both a General Risk Assessment and COVID-19 Risk Assessment using the appropriate WVCA templates and provide copies for the Hall Manager to keep on file. For regular events, one assessment per year will suffice.

WVCA aim to maintain the hall in an "as new" condition.

WVH has the following facilities:

- Combined air-conditioning/heating units.
- An electrically-operated drop-down OHP screen
- Ceiling mounted projector
- A hearing loop
- Public Address system (PA) (unit is on wheels)
- Stairlift to upper hall
- Internet access in all rooms
- Defibrillator (located on the wall of the entrance porch. It is fully automatic and talks the operator through the procedure)

	Area	Y	N	N/A	Hazard	Comment
1	Wallington Village Hall				Ignorance of hazards	<p>Has anyone attended an Induction with the Hall Manager? How many members should attend the Induction?</p> <p>How is Induction disseminated to appropriate Members?</p> <p>WVH requires that regular WVH users complete their own Risk Assessment.</p> <p>Geoff Knipe, WV Hall Manager said he will advise us of any new information we should be made aware of.</p>
2	Will the kitchen be used for the provision of refreshments, etc?				<p>Is the kitchen adequate and hygienic?</p> <p>Are food safe cleaning materials available?</p> <p>What equipment is used, is it safe?</p> <p>Hazards include: spillages; hot beverages; cooker; dishwasher; cupboards</p>	<p>Have you had induction on use of kitchen and it's equipment.</p> <p>How does WVCA cover this.</p> <p>Geoff Knipe, WVH Hall Manager believes we have been using the hall for such a long time that we are well aware of how to use the kitchen equipment.</p>
3	Fire & Emergency Safety Policy				Ignorance of the procedure and location of Assembly point.	<p>WVH has a Fire & Emergency Safety Policy (see attached). Importantly:</p> <p>Fire equipment maintenance: All fire detection equipment, fire fighting equipment, fire alarm, emergency lighting will be maintained by approved contractors.</p> <p>Emergency system routine safety checks: The Hall Manager will test fire alarms, emergency lighting and emergency exits on a monthly basis.</p>
4	Is there a designated assembly point?	Y			Ignorance of location.	The Assembly Point is at the far end of WVH's car park.

	Area	Y	N	N/A	Hazard	Comment
5	Emergency Evacuation Co-ordinator(s)				Lack of co-ordination Ignorance of Fire & Emergency Procedure	Regular WVH users must nominate an evacuation coordinator(s) to be responsible for: Briefing members on evacuation procedures relevant to their particular needs at each meeting Identify the main escape route to be used Advise location of assembly point. All Solent u3a Committee Members are aware of the procedure and can fulfill this role. By this means there will always be someone available at a Talk/meeting should the need arise.
6	Register of Attendees				Needed to ensure everyone is out of the hall should there be an emergency evacuation	Members , Visitors, Speakers, register their name as they enter the Main Hall. This register would be used to ensure everyone is out of the hall in the event of an emergency. Some members of the Committee have access to Beacon, a u3a IT system where personal information and emergency contacts are kept in line with GDPR.
7	First Aid Box				Does the hall have a First Aid box? Where is it kept?	The First Aid box is kept in the kitchen.
8	Does the hall have a defibrillator	Y			Ignorance of location	The hall has a defibrillator located on the wall of the entrance porch. It is fully automatic and talks the operator through the procedure.
9	Is the access suitable for the group attending the activity especially anybody with limited mobility, eg wheelchair users.	Y			Ignorance of WVH building and it's utilities	The Upstairs Hall isn't accessible by wheelchair users. People with limited mobility can use the stairlift to access the Upstairs Hall. All other rooms and facilities are wheelchair friendly.
10	Are the toilet facilities adequate and accessible?					There are disabled toilets on the ground floor. There are no toilets upstairs.

	Area	Y	N	N/A	Hazard	Comment
11	Are seating and table arrangements suited to the activities?				Injury due to lifting heavy items.	Chairs and tables are stacked/stored for use as required at each meeting. Trolleys are available for moving multiple chairs. Members should not carry heavy tables on their own, they must ask for help to reduced risk of injury.
12	Is the area free from obstructions and trip hazards.				Falls	Care is taken to ensure seating and table arrangements allow room for access. Trip hazards must be identified and dealt with accordingly. Solent u3a has a cable tidy/protector to in case of trailing cables.
13	Wet floors.				Falls	Clean as soon as possible. The "Wet Floor" sign is located in the cleaner's cupboard in the corridor.
14	Will specialist electrical equipment be used (eg: projector; screen; special lighting).				Is WVH equipment maintained? Is Solent u3a equipment maintained? What equipment does Solent u3a own?	WVH equipment is maintained by WVCA as per the Health and safety Checklist for Village and Community Halls. Solent u3a should maintain it's own equipment with regard to visual and PAF checks. What equipment does Solent u3a own that needs such checks?
<p style="text-align: right;">Date: 1 March 2023</p> <p>Signed: _____</p> <p>Chris Williams - u3a Solent Chair</p>						