

FRANK WICKHAM HALL CHARITY – RISK ASSESSMENT

Items within the ‘Charitable Status’ scheme:

i.e. Village Hall, Pavilion (incl. Soft Play Area), Hall Car Park, Library Area (land)

Section 1: Village Hall and Pavilion (incl. Soft Play Area)

Item	Risk	Impact	Probability	Actions
1	Central Heating system breakdown, leading to loss of revenue	H	L	<ul style="list-style-type: none"> Yearly maintenance contract for boiler. Review program to replace “time expired” hall fan heaters
2	Loss of Electrical Power leading to loss of revenue or danger	H	L	<ul style="list-style-type: none"> Maintenance checks Emergency Exit Lights
3	Flooding from leaking water pipes or equipment leading to major expenditure	M	L	<ul style="list-style-type: none"> Regular visual checks by Parish Council and Caretaker Heating covered by maintenance contract
4	Damage to, or failure of, Building Fabric, leading to Major expenditure.	H	L	<ul style="list-style-type: none"> Regular visual checks and prompt attention to minor maintenance Planned maintenance schedule
5	Damage to, or failure of, Building Fabric, leading to personal injury	M	L	<ul style="list-style-type: none"> Covered by Insurance Probability minimised by good maintenance
6	Damage to building by Fire whilst unoccupied	H	L	<ul style="list-style-type: none"> Covered by Insurance See Fire Risk Assessment
7	Fire in Building whilst occupied	H	L	<ul style="list-style-type: none"> Fire Alarm tested and tests recorded in log. Log to be made available as necessary. Procedure in case of fire to be incorporated in conditions of hire.. Fire extinguishers available in Hall and Pavilion Regular inspections of fire extinguishers
8	Non payment of Hire fees by hirer	L	L	<ul style="list-style-type: none"> Payment in advance of hire for one-off events.
9	Damage to building fabric by Hirers	L	L	<ul style="list-style-type: none"> Advance deposit required from hirer to cover minor damage for one-off hirers.
10	Damage by Vandalism	M	H	<ul style="list-style-type: none"> Covered by Insurance. CCTV installed. External PIR Lighting kept in working order
11	Theft of property belonging to Hall / Pavilion	L	L	<ul style="list-style-type: none"> Covered by Insurance

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12	Theft of property stored in Hall / Pavilion but belonging to users	L	M	<ul style="list-style-type: none"> FWHC informs users of need to have own Insurance
13	Theft of property from Cloak Room during room hire	L	L.	<ul style="list-style-type: none"> Disclaimer notice.
14	Damage to external Soft Play area resulting in injury to users	L	L	<ul style="list-style-type: none"> Regular inspections by users Probability minimised by good maintenance
15	Damage to fences and paths resulting in personal injury	L	L	<ul style="list-style-type: none"> Covered by Insurance Probability minimised by good maintenance
16	Kitchen Hygiene and Safety	M	L	<ul style="list-style-type: none"> Ensure adequate facilities available and working. Rules for usage are part of Conditions of hire Regular Inspections and record of inspections kept by Caretaker. Log to be made available at FWH Committee meetings.
17	H & S of Employees and users of hall	H	M	<ul style="list-style-type: none"> Employees trained in required tasks. First Aid requirements supplied. Conditions of hire to reflect that users of the hall should provide their own first aid equipment.
18	Employees at risk from poorly maintained equipment	L	L	<ul style="list-style-type: none"> Annual gas and electrical equipment testing by approved contractors
19	Users of Building accidentally locked in	L	L	<ul style="list-style-type: none"> Hall in regular use. Hirers to ensure property is vacated. Egress available via fire doors
20	Protection from Legionella	H	L	<ul style="list-style-type: none"> Monthly checks and treatment by external Contractors Log Kept of visits and test results System regularly flushed out if area not used
21	Toxic or Flammable substances in Building or external Store.	L	L	<ul style="list-style-type: none"> Check Cleaning Materials and Storage Toxic and flammable items stored separately.
22	Injuries to users from unsafe stacking of equipment in Hall, Pavilion, Store rooms and Cupboards	L	L	<ul style="list-style-type: none"> Regular inspection undertaken by caretaker Notices posted of requirements
23	Wheelchair access to Hall and Pavilion in dangerous condition	L	L	<ul style="list-style-type: none"> Regular inspections undertaken by caretaker
24	Users of Disabled Toilet require emergency assistance	L	L	<ul style="list-style-type: none"> Lock suitable for opening from outside in emergency
25	Excess of Hire Fees retained by Booking Clerk leading to possible loss of revenue if stolen or bank Interest if unbanked.	L	L	<ul style="list-style-type: none"> Regular banking

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Item	Risk	Impact	Probability	Actions
26	Loss of Revenue due to none availability of FWH and Pavilion	L	L	<ul style="list-style-type: none"> Covered within Section 2 Part B of NALC Insurance Review cover limit, and items included on regular basis.
27	Complaint under Data Protection Act over use of CCTV images (camera with microphone in entrance by main doors)	L	L	<ul style="list-style-type: none"> Appropriate signage displayed including contact details (Clerk) Operating procedure for use of data etc.

Section 2 : Hall Car Park (but not hardstanding area), Library Area (land)

Item	Risk	Impact	Probability	Actions
1	Accidents due to poor maintenance of Car Park surface	L	L	<ul style="list-style-type: none"> Checks by Committee Members when using the premises
2	Damage to External Lighting by Vandals	L	M	<ul style="list-style-type: none"> Checks by Committee Members when using the premises Covered by Insurance
3	Damage to Manhole covers from heavy vehicles	L	L	<ul style="list-style-type: none"> Checks by Committee Members when using the premises
4	Damage to 'Speed Humps' on drive	L	L	<ul style="list-style-type: none"> Checks by Committee Members when using the premises
5	Claims for Damage to, or Lost Property from Vehicles in Car Park	L	L	<ul style="list-style-type: none"> Disclaimer Notices shown
6	Complaint under Data Protection Act over use of CCTV images (cameras view KGV, car park and bowls green)	L	L	<ul style="list-style-type: none"> Appropriate signage displayed including contact details (Clerk) Operating procedure for use of data etc.

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Section 3 : Covid-19 specific assessment

Item	Risk	Impact	Probability	Actions
3.1	Use of Hall by multiple hirers. Operation of Pre-school covered by their own procedures and assessments Section to be re-assessed in light of further guidance from Government / Rural Action Derbyshire etc.			
1	General			<ul style="list-style-type: none"> All actions to be carried out in accordance with all current and appropriate government or professional bodies' advice (eg Rural Action Derbyshire). Pavilion area, Male and female toilets closed to minimise Covid-19 contact. Toilets restricted to disabled WC only unless agreed in advance) Only two hires per day to facilitate cleaning
2	Running of event	H	M	<ul style="list-style-type: none"> Government use / social distancing restrictions to be controlled by hirers. Hirers to be fully responsible for actions taken during event including social distancing, protection of "receptionist", cash handling etc.
3	Transmission of Covid 19 into building	H	M	<ul style="list-style-type: none"> Compulsory use of hand sanitiser station at main hall entrance No-one showing signs of Covid-19 to enter building
4	Contact transmission of Covid-19 to hirers	H	M	<ul style="list-style-type: none"> Hirers to follow Covid-19 guidance current at time of hire Daily cleaning, including sanitisation of contact surfaces
5	Use of kitchen	H	M	<ul style="list-style-type: none"> Hirers to risk assess any use of cooking equipment and inform caretaker of use (brought in pre-prepared food recommended) Hall cutlery, cups etc. to be washed before and after use, preferably in dishwasher Towels etc to be provided by hirer and taken away for cleaning

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Item	Risk	Impact	Probability	Actions
6	Building Cleaning – Main hall	H	M	<ul style="list-style-type: none"> Opening days – one deep clean by caretaker (cleaning of all surfaces as usual with the addition of sanitising of all surfaces that are regularly touched such as door handles, light switches, all areas of the toilets, worktops, sinks and taps.) Hirers responsible for cleaning / sanitisation of chairs, tables and any other equipment used
7	Building Cleaning - General	H	M	<ul style="list-style-type: none"> Opening days - one deep clean by caretaker of corridor, disabled toilet, boiler room and corridor including sanitiser wiping of main door lock, all internal door handles etc. Cleaning of pavilion area, male and female toilets only as required. Hand sanitiser, paper towels and cleaning equipment for hirer to be available
8	Interaction with Bowling Green and preschool outdoor play area; Bowling green is open for limited use (Club risk assessments and procedures apply)	H	M	<ul style="list-style-type: none"> 2m cordon placed between green and play area, includes yard area used only by caretaker “out of pre-school hours”
9	Covid-19 reported by attendee or staff accessing hall	H	M	<ul style="list-style-type: none"> Hall temporarily closed until a full deep clean has occurred (by caretaker or external contractor) including tables / chairs etc. (possible use of virus killing “fogging” procedure) Cleaning personnel to use full PPE as appropriate to method used.
10	Pavilion room used by bowls club (occasional days anticipated)	H	M	<ul style="list-style-type: none"> Temporary opening of pavilion room and toilets for bowls club use only Caretaker to clean before use, club to be responsible for sanitisation before, during and after use of room. Hand sanitiser, paper towels and cleaning equipment for club to be available

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Item	Risk	Impact	Probability	Actions
3.2	Use of Hall during Phase 2 building works. (provisionally mid-October and November 2020) Operation of Pre-school covered by their own procedures and assessments			
1	General	H	M	<ul style="list-style-type: none"> • Section 3.1 applies as appropriate • Contractor to have sole control of building site (Corridor from plant room, toilets and pavilion area) • Only temporary WC and child WC available to hirers and cleaned as per agreed procedures
4	Building Cleaning – Main hall (pavilion closed)	H	M	<ul style="list-style-type: none"> • Opening days – one deep clean by caretaker (cleaning of all surfaces as usual with the addition of sanitising of all surfaces that are regularly touched such as door handles, light switches, all areas of the toilets, worktops, sinks and taps.) • Temporary toilet to be deep cleaned by caretaker as above • Hand sanitiser, paper towels and cleaning equipment for hirer to be available • Hirers responsible for cleaning / sanitisation of chairs, tables and any other equipment used

Pe-school – term times (John Port Spencer Academy terms 2020/21)

- T1 1 Sept to 23 Oct
- T2 2 Nov to 18 Dec
- T3 4 Jan to 12 Feb
- T4 22 Feb to 1 April
- T5 19 April to 28 May
- T6 7 June to 21 July