

WALLOPS PARISH HALL

HEALTH AND SAFETY RISK ASSESSMENT

A Safety Guide for Users of the Hall

Assessment by the Management Committee, December 2019

Description of the Hall

The Wallops Parish Hall is a single storey community building situated alongside the A343 on Salisbury Hill, Middle Wallop SO20 8EG. It was completely refurbished in 2010 and meets current building regulations regarding fire hazard and disabled access.

The building comprises a main entrance foyer and corridor, two halls, a kitchen, a small office/snug, separate men's, women's and disabled toilets and storage rooms for furniture and other equipment. Cooking and water-heating is by electricity and central heating is by an oil-fired boiler. There is a car park on the west side of the building that can take about 22 cars.

The halls consist of a large hall that covers 100m² that can hold some 200 people standing or 130 sitting at tables and a small hall that covers 39m² that can hold 60 people standing or about 40 sitting at tables. The area of the whole building is 307m² and all parts are available to hire for private and public events.

The hall is owned jointly by Nether Wallop Parish Council and Over Wallop Parish Council and is run for them as a community facility by the Wallops Parish Hall Management Committee ('the committee'). The committee is made up of volunteers and the booking clerk/caretaker is self-employed.

Health and Safety (H&S) Responsibilities

H&S Law is criminal law aimed at protecting employees and others who may be affected by work activities. It does not, in general, impose duties upon someone who is not an employer, self-employed or an employee.

The management committee is regarded as a legal entity under H & S law and it therefore has a duty to take reasonable measures to ensure the hall, access to it and any equipment or substances provided are safe for people using it, so far as is reasonably practicable. Hall users include members of the public, volunteers, clients and customers.

The committee has no responsibility under H & S law for risks created by the work activity of others, such as those maintaining the building, or for the activities organized by those who use the hall.

Hall Users and Hirers

Users of the hall have responsibility for managing risks, so far as reasonably practicable, arising from their own activities when they have control of the hall or control of equipment on the premises. It should be noted that a Hirer of the hall is deemed to be the person in control of the hall during the period of hire and is therefore the temporary 'responsible person' during this time.

The formal Terms and Conditions of Hiring the hall explain the responsibilities further and Hirers agree to them when they sign a booking agreement.

Self-Employed Workers and Contractors

Most of the repair and maintenance work at the hall is done by self-employed workers or contractors who have responsibility for their own H&S. Similarly, self-employed workers who hire the hall (eg for the purpose of running classes or lessons) are also responsible for their own H&S. Self-employed workers also have a duty to protect people other than those at work from risks to their H&S arising out of, or in connection with, their work activities.

The committee expects self-employed workers and contractors to demonstrate that they are suitably qualified to work at the hall (eg membership of a trade association) and are covered by appropriate public liability insurance.

H & S Risk Assessment

A risk assessment is a list of sensible and proportionate measures needed to control risks that may affect those who use the hall or are involved in its maintenance and upkeep. The assessment is reviewed annually and is made available to those working or holding an event in the hall.

Fire Risk Assessment

Under fire safety legislation the committee is tasked with taking reasonable steps to reduce the risk from fire at the hall and make sure people can safely escape if there is a fire. Users/Hirers of the hall take on the same legal responsibilities when they are in control of the hall and are advised to study the detailed fire risk assessment that is available alongside these notes.

A detailed H&S risk assessment table is at Annex A.

JNTF

December 2019