



# Safety, Risk & Operations Management Pack

Prepared for: Aberffraw Village Hall Committee

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## Purpose of this Document

This Safety, Risk and Operations Management Pack outlines the arrangements in place to ensure that Aberffraw Village Hall is managed safely for the benefit of the community.

The document provides guidance for committee members, volunteers and hirers to help ensure that:

- the premises are maintained safely
  - risks associated with hall activities are managed appropriately
  - users of the hall understand their responsibilities.
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## 1. Premises Overview

### Building Layout

The premises consist of:

- Entrance hallway

- Main hall with stage
  - Kitchen
  - Boiler room
  - Two toilets (including accessible toilet)
  - Meeting room (JOW Room)
  - JOW room kitchenette
  - Storage room (tables, chairs and cleaning equipment stored in locked metal cabinet)
  - Storage room (fitness and sports equipment)
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## Exit Points

The building has four exits:

1. Main entrance door (front of building)
2. 2 x Fire exits at the end of the main hall leading to the rear of the building
3. Rear external door from the JOW meeting room

These exits provide multiple escape routes in the event of emergency evacuation.

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## 2. Legal Responsibilities

The hall committee acts as the **Responsible Person** under:

- Regulatory Reform (Fire Safety) Order 2005
- Health and Safety at Work etc. Act 1974

Although the hall is operated by volunteers, the committee must ensure that:

- reasonable steps are taken to protect the safety of visitors and hirers
  - fire precautions are adequate
  - risk assessments are maintained
  - accidents and incidents are recorded.
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## 3. General Premises Risk Assessment

Hazard	Who may be harmed	Risk	Controls	Further Action
Slips and trips	Visitors, volunteers	Medium	Floors maintained, entrance mats used	Wet floor signs when required
Fire	All occupants	Medium-High	Three exits available	Increase fire equipment provision
Electrical hazards	All users	Medium	Appliances maintained	PAT testing where required
Kitchen burns	Volunteers and hirers	Medium	Safe appliance use	Provide kitchen safety guidance
Manual handling	Volunteers	Medium	Tables and chairs stored safely	Provide lifting advice
Cleaning chemicals	Cleaners	Low	Stored in locked cabinet	Maintain COSHH list
Sports equipment	Hall users	Medium	Stored in equipment room	Supervised use
Stage edge	Performers	Medium	Adequate lighting	Consider marking stage edge
Boiler room	Maintenance personnel	Medium	Room kept locked	Annual service
Toilets hygiene	All users	Low	Cleaning schedule	Maintain supplies
Safeguarding risks	Children and vulnerable adults	Medium	Hirers responsible	Provide safeguarding guidance

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## 4. Fire Risk Assessment

### Current Fire Safety Features

- Three escape routes
- One fire extinguisher currently installed
- Clear evacuation routes

The committee intends to **increase fire equipment provision in line with safety guidance.**

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### Fire Hazards

Possible ignition sources include:

- Cooking equipment
- Electrical appliances
- Heating system
- Portable equipment used by hirers

Possible fuel sources include:

- Furniture
- Decorations
- Paper materials
- Cleaning supplies

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## Recommended Fire Equipment

Minimum recommended provision:

Location	Equipment
Main hall	Water extinguisher
Kitchen	Fire blanket and CO <sub>2</sub> extinguisher
Hallway	Water extinguisher
JOW room	CO <sub>2</sub> extinguisher

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## Escape Routes

Escape routes must remain clear at all times.

Exit doors must:

- open easily
- not be locked during use
- be clearly visible.

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## Fire Exit Signage

Fire exits should be clearly marked with appropriate signage so that users can identify escape routes quickly in an emergency.

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## 5. Fire Emergency Procedure

If fire is discovered:

1. Raise the alarm and alert others.
  2. Evacuate the building immediately.
  3. Use the nearest safe exit.
  4. Assist anyone requiring help.
  5. Proceed to the assembly point.
  6. Contact emergency services (999).
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## 6. Emergency Assembly Point

Assembly location:

Car park area away from the building.

All hirers should be informed of the assembly location when using the hall.

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## 7. Hirer Safety Guidance

All hall users must:

### Before using the hall

- Familiarise themselves with fire exits
  - Keep fire exits clear
  - Supervise children appropriately.
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### During events

- Avoid overcrowding
  - Ensure exits remain accessible
  - Use kitchen facilities safely
  - Ensure equipment brought into the building is safe.
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## After events

- Turn off appliances
  - Clean kitchen areas
  - Return furniture to storage
  - Lock the building if responsible for closing.
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## Maximum Occupancy

Hirers must ensure that the hall is not overcrowded and that fire exits remain accessible at all times.

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## 8. Safeguarding Expectations

Groups using the hall with children or vulnerable adults should:

- have appropriate safeguarding procedures
- ensure adequate supervision
- follow recognised safeguarding best practice.

The Village Hall Committee does not take responsibility for safeguarding arrangements of independent groups.

The Village Hall Committee does have a Safeguarding Policy.

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## 9. Accident and Incident Reporting

All accidents must be recorded in the **Accident Book located on the noticeboard at the back of the hall.**

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### Accident Record

Date:

Time:

Location in building:

Person involved:

Name

Contact details

Description of incident:

Injury sustained:

First aid given:

Witness details:

Action taken:

Reported to committee member:

Signature:

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## **10. Maintenance and Inspection Schedule**

### **Weekly / before events**

Check:

- Fire exits clear
  - Lighting working
  - Floors safe
  - Toilets stocked
  - Kitchen clean.
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### **Monthly**

Check:

- Fire extinguishers visible
  - Storage rooms organised
  - Stage and equipment secure.
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## **Annually**

Arrange:

- Fire extinguisher servicing
  - Electrical safety inspection
  - Boiler service
  - Insurance review
  - Risk assessment review.
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## **11. Storage Safety**

### **Tables and Chairs Store**

- Equipment stacked safely
  - Walkways kept clear
  - Care taken when lifting furniture.
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### **Cleaning Materials Store**

- Chemicals stored in locked cabinet
  - Only authorised persons access.
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### **Sports Equipment Store**

- Equipment checked regularly
  - Children supervised when accessing equipment.
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## **12. Kitchen Safety Guidance**

Kitchen users must:

- wash hands before food preparation
- use appliances safely
- clean surfaces after use
- turn off equipment before leaving.

Hot liquids and cooking equipment must be handled carefully.

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## 13. Accessibility

The hall includes:

- accessible toilet
- accessible entry route where possible.

Users requiring assistance during evacuation should be supported where possible by event organisers or responsible adults.

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## 14. Insurance

The committee ensures that:

- public liability insurance is maintained
  - hirers follow hall safety guidance
  - risk assessments remain up to date.
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## 15. First Aid Provision

### First Aid Arrangements

Aberffraw Village Hall maintains a basic first aid kit for treating minor injuries occurring during hall use.

The committee recognises that:

- accidents can occur during community activities
  - prompt access to first aid equipment can reduce injury severity
  - hirers may not always bring their own first aid supplies.
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### Location of First Aid Kit

The first aid kit is located in the **kitchen**.

A First Aid sign is displayed so users can easily locate the kit.

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## **Contents of First Aid Kit**

Typical contents include:

- adhesive dressings (plasters)
- sterile wound dressings
- sterile eye pads
- adhesive tape
- bandages
- disposable gloves
- antiseptic wipes
- scissors
- safety pins
- burn dressing or gel
- resuscitation face shield.

The kit does not contain medication.

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## **Responsibility for Checking the Kit**

A responsible person (Sara Spinks) will ensure that the kit is:

- checked regularly
- restocked when supplies are used
- kept clean and accessible.

Suggested inspection frequency:

- monthly
  - after any reported use.
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## **First Aid Training**

The hall does not guarantee that a trained first aider will always be present.

Therefore hirers organising sports or children's activities are encouraged to ensure that a trained first aider is present.

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## Emergency Response

In the event of serious injury or medical emergency:

1. Call emergency services (999).
2. Provide first aid if trained to do so.
3. Ensure the injured person is not left alone.
4. Record the incident in the accident log.

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## Defibrillator

Nearest public defibrillator:

46 Church Street, Aberffraw

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## Recording Use of First Aid

Whenever the first aid kit is used the incident should be recorded in the accident log including:

- date and time
- nature of injury
- first aid provided
- name of person assisting.

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## 16. Document Review

This document should be reviewed:

- annually
  - after any accident or incident
  - following building alterations
  - if new activities are introduced.
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# 17. Committee Responsibilities

The Village Hall Committee is responsible for:

- maintaining a safe environment
- reviewing safety procedures
- ensuring hirers follow hall policies
- recording accidents and incidents.