

South Zeal Victory Hall Risk Assessment

Item	Responsibility	Action / Arrangements
Health and Safety Policy and Conditions of Hire. These are included for reference at the end of the Risk Assessment	Secretary	It is a condition of booking the hall that hirers have to sign to confirm that they have read and accept to abide by the Health and Safety Policy and Conditions of Hire. Hirers are required to download these documents at the time of booking and have them available during their hire.
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities. To ensure that that elements of this Risk Assessment that relate to the Cleaner/ Caretaker's duties are being adhered to.	Chair and Vice Chair	By liaison with the cleaner/ caretaker. Reviews to be held every two years.
To provide adequate training to ensure staff are competent to do their work	Chair	As above
To engage and consult with staff on day-to-day health and safety conditions and provide advice and supervision on occupational health	Chair	As above
<u>Regulatory Reform (Fire Safety) Order 2005.</u> The Victory Hall has a legal duty to comply with the Regulatory Reform (Fire Safety) Order 2005. Failing to comply with the Fire Safety Order can put lives and property at risk and could result in a criminal prosecution. Compliance with the Fire Safety Order is mandatory. Article 17 of the Fire Safety Order requires a suitable maintenance regime to ensure relevant equipment is kept in an efficient state. This includes fire doors and escape doors, fire exit signs, fire extinguishers, smoke alarms, emergency lighting. <i>In addition, the hall's Competent Person has recommended that a wired fire detection system with a control panel should be considered. It was minuted at the Committee Meeting dated 04.09.23 that this is now included in the 5 year budget forecast.</i>	As right	Article 18 of the Fire Safety Order requires us to nominate a 'Responsible Person', responsible for fire safety in the hall. The Responsible Person for South Zeal Victory Hall is the Committee Member appointed to the position of Chairperson. This is presently: Jane White 07535 529263 The Responsible Person is to appoint one or more competent persons to assist in undertaking the preventive and protective measures for fire safety in the hall. The Competent Person for South Zeal Victory Hall is: Dave Lewis 07736 825585 01837 840607 dlewis@dsfire.gov.uk Church View Cottage (2 doors up from The Oxenham Arms) All details regarding Fire Safety follow in this document. Fire Safety is reviewed annually by the hall's Competent Person. The review is documented in the hall's minute book and actions arising are made. Last review 2.11.25. Next review date October 2026

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To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances	Chair and Caretaker	To ensure that the Risk Assessment is used correctly to identify hazards and that the Committee takes all appropriate action to rectify hazards. This is reviewed annually. Next review date: December 2026 . To ensure that any other potentially harmful substances are stored in the locked boiler room.
Fire extinguisher testing	Secretary	To ensure that all fire extinguishers are tested and replaced, if necessary, annually. Last inspection date 5.11.25. Next inspection date: October 2026
Electrical Installation Condition Report	Secretary	To ensure that an Electrical Installation Condition Report is undertaken every 5 years by an appropriately qualified electrician. All faults being immediately rectified. Last survey completed 22.10.21. Next survey and associated works due: October 2026 . Also to ensure that interim equipment faults are rectified quickly. The procedure for noticing faults is by regular inspection of all equipment by either the user, the caretaker or management committee members.
Electrical Installation Condition Report South Zeal Players	Secretary	To receive confirmation that an Electrical Installation Condition Report has been undertaken every 5 years by an appropriately qualified electrician for permanently installed electrical equipment in the hall belonging to South Zeal Players. All faults being immediately rectified. Equipment new in October 2021. First survey and associated works due: October 2026 . Also to ensure that interim equipment faults are rectified quickly.
In service inspection & testing of electrical equipment	Secretary	To ensure that in service inspection & testing of electrical equipment (in SITEE testing) - previously portable appliance testing - PAT, is undertaken every 2 years and that faults are immediately rectified. Last inspection completed 18.02.2025. Next inspection February 2027 Secretary to manage any actions.
In service inspection & testing of electrical equipment - South Zeal Players	Secretary	To receive confirmation that in service inspection & testing of electrical equipment (in SITEE testing) - previously portable appliance testing - PAT is undertaken every 2 years for South Zeal Players equipment that is stored in the hall. Last inspection completed 30.09.23 Next inspection October 2025 . Secretary to manage any actions. Overdue and chased 18/11/2025
Central heating boiler servicing	Chair	To ensure that the boiler is serviced annually by a qualified heating engineer, that any problems are immediately rectified and that an appropriate certificate is issued by the engineer. Also to ensure that an adequate supply of oil is maintained and that should the boiler/ heating & water system break down, that it is mended quickly. Boiler and heating system was fully replaced in Summer 2021. Last service completed September 2024 Next service date: September 2025. Overdue and chased 18/11/2025

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Light bulb replacement	Chair	To ensure that light bulbs are replaced quickly when they blow. The Caretaker will also check for blown bulbs as part of her duties and report back to the Chairperson. Due to the height of the room, we have agreed that the replacement of bulbs in the ceiling / walls of the main hall must only be carried out by a tradesman and not members of the public or committee members, unless the latter are trades people used to working up high ladders.
First-aid box and accident book	Secretary	First-aid box and accident book are located in the kitchen. These are reviewed at each Committee meeting.
Slips trips and falls	Users of the hall may suffer injuries such as fractures or bruising if they slip, e.g. on spillages or trip over objects.	
White line on the bottom external step – maintain paintwork.	Chair	Annual check to ensure white line is still in good condition and repaint if necessary. Next check September 2026
Safety rails on steps and outside area.	Chair	Regular visual checks
Textured paving slabs outside hall door.	Chair	Regular visual checks
External timed lights and additional external manual lights.	Chair	Regular visual checks
Internal steps and the edge of the stage are highlighted as a potential hazard with hazard tape.	Chair	Replace as required
The hall cleaner knows which products to use on which type of floor.	Cleaner/ caretaker	
Surfaces are inspected regularly and repaired as necessary.	Chair	
Large floor mats at the entrance to avoid slipping. In good condition.	Chair	Confirmed
Wooden floor surface of the main hall, whilst varnished is not slippery.	Chair	Confirmed
Floor surfaces in the rest of the hall are all specifically non slip.	Chair	Confirmed
The main hall radiators are of a type that do not require a heat guard.	Chair	Confirmed
Good lighting in all room and corridors.	Chair	All to maintain
No storage in corridors.	Chair	All to maintain

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No trailing electrical leads/ cables.	Chair	All to maintain
A portable step ladder with handrail to access the stage from the front is available for use.	Chair	This is available
Working at height	Anyone working at any height could suffer injuries, possibly very serious ones, should they fall.	
The South Zeal Player's stage lighting box is accessed by their extending A frame ladder or the hall step ladder.	South Zeal Players	Confirmed
Appropriate commercial stepladder securely stored and available for use. HSE guidance on safe use of stepladders are available to those who may use stepladder. [FR March 2012]	Vice Chair	Confirmed
Hazardous substances	The cleaner and others cleaning, risk skin problems, e.g, dermatitis and eye damage, from direct contact with cleaning chemicals. Vapour may cause breathing problems. Boiling water is used safely to avoid the risk of scalding.	
Mops, brushes and gloves provided.	Chair	Replace new heads and mops each January and June
Cleaner aware of how to use products safely.	Cleaner/ caretaker	Confirmed
Cleaning products stored securely.	Cleaner/ caretaker	Confirmed
Written instructions for the water boiler are placed adjacent to the boiler. A drip tray is provided.	Chair	No action
A thermostat has been installed to regulate the maximum temperature of the hot taps.		Confirmed
Electricity	Users risk electric shocks or burns from faulty equipment or installation.	
Internal safety lights are installed in case of power cut.		Confirmed
Fixed installation correctly installed by qualified electrician and inspected regularly as per page 2 of this document.	Secretary	Confirmed
Fixed and portable electrical equipment inspected and regularly as per page 2 of this document.	Secretary	Confirmed
All repairs by a qualified electrician.	Chair/Secretary	Confirmed

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Standard Conditions of Hire specify safety details regarding hall hirers using their own electrical equipment in the hall	Secretary	Confirmed
We ensure users know where the fuse box is and how to switch off in an emergency.		Confirmed
Stored equipment - Users could be injured by collapsing stacks or equipment.		
Users know that they must stack tables and chairs carefully so that they do not collapse. The Risk Assessment Working Party agreed in Feb' 2012 that there should be no more than 5 chairs stacked one on top of another. Signs were placed to this effect adjacent to both storage locations.	Caretaker to continually check	
Tables are secured in place by chains.	Caretaker to continually check	
All storage rooms; Pre-School, School and boiler room are kept locked with signs on the door stating 'Keep locked'.	Caretaker to continually check	
Stepladders are secured in place by a chain.	Caretaker to continually check	
Brooms are hung off the floor.	Caretaker to continually check	
Miscellaneous		
Entrance door accidentally hitting a user / making noise disturbance : door has self-closures		Confirmed
Children might leave the building unnoticed. There are door alarms that are permanently fitted to both the entrance and other internal doors, which in theory could be used by others users on occasions when children are using the hall.	Matter for Risk Assessment of South Tawton Primary School	

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Safety diffuser installed covering the fluorescent lights in the kitchen.		Confirmed
Toilet seats regularly inspected to ensure that they are secure.	Caretaker to continually check	
Fire	- If trapped, hall users could suffer fatal injuries from smoke inhalation/ burns.	
Sources of ignition: • Cooking equipment • Boiler flue • Electric wall heaters • Electric water heater • Central heating boiler • General wiring, lighting and other electrical equipment Sources of oxygen: There is only natural airflow through doors, windows and other openings; with no mechanical air conditioning systems or air handling systems. Sources of fuel: • Oil fired boiler • Curtains • Suspended ceiling • Paint stored on premises • Any of the following kept in any of the storage areas: “packaging materials, stationery, advertising material and decorations; plastics and rubber, e.g. polyurethane foam-filled furniture and polystyrene-based display materials and rubber or foam exercise mats; upholstered seating and cushions, textiles and soft furnishings and clothing displays “ • Litter and waste products, particularly finely divided items such as shredded paper.	Fire Safety Responsible Person and Competent Person as detailed on page 1 Committee members and employees Hirers - adherence to Conditions of Hire	Fire Safety Responsible Person and Competent person - adherence to the Risk Assessment Committee members and employees - take full consideration in any actions and decision making to adhere to the Risk Assessment Hirers - Adherence to Conditions of Hire

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People at particular risk in the event of a fire	All staff, Committee members and users of the hall	• Hirers who are 'managing' the premises but are unfamiliar with the location • Those working alone on the premises i.e. cleaner, caretaker, hirer • children • General visitors who will often unfamiliar with the premises • People with disabilities (including mobility impairment, or hearing or vision impairment, etc.) • People who may have some reason for not being able to leave the premises quickly, e.g. people performing at the premises (whilst getting changed) • People who are sensory impaired due to alcohol (at parties etc.) Action - Adherence to Conditions of Hire
Evaluation of the risk of a fire occurring	All staff, Committee members and users of the hall	Accidental • No mobile heaters are on site By act or omission • All electrical equipment is properly maintained • No waste is allowed to accumulate near a heat source Deliberately • No rubbish bins are placed close to the property, giving opportunistic arson possibilities • PIR security lights are on at night Action - Adherence to Conditions of Hire
Remove or reduce sources of ignition		
There are no naked flames or portable heaters, only fixed high wall mounted convector heaters and a central heating system.	All staff, Committee members and users of the hall	Adherence to Conditions of Hire
There are no sources of heat near flammable materials such as curtains, scenery and displays.	All staff, Committee members and users of the hall	Adherence to Conditions of Hire
The central heating system is maintained appropriately.	Secretary	Annual boiler servicing (see above)
Electrical equipment is maintained appropriately.	Secretary	Electrical testing (see above)
The risk of arson is reduced		a) Having no postbox b) External security lighting c) Main windows in the hall open high up d) The hall's location opposite a streetlight on the main street in the village also helps, along with the vigilance of neighbours.

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Remove or reduce sources of fuel		
New stage and side stage curtains installed December 2023, all with fire retardant coating. Window curtains also have fire retardant coating.		Confirmed
Flammable items; paint etc. are kept in metal cupboards, either in the locked boiler room or the store room (paint).	Chair/ caretaker/ cleaner	Ensure that nothing is moved.
Fire protection measures / fire detection and warning systems / firefighting equipment		
The location of the portable fire extinguishers and fire blankets in the hall are marked on the diagram in the Conditions of Hire document, reproduced at the end of the Risk Assessment.	Portable fire extinguishers and fire blankets are checked visually each month by the designated 'Competent Person' as stated above. The check is logged in the hall's Fire Safety Log Book, which is stored in the boiler room. In addition, an annual inspection is carried out by an external company (Argos Fire Protection). Replacements are made if required and certificate of compliance provided.	
Fire exit signs are placed above the 3 fire exit doors and fire route signs are placed appropriately in the hall. The fire exit doors are all in working order – push down the bar to immediately open. These doors are in addition to the lockable entrance door.	Chair	Regular checks
Emergency lighting - there are 10 emergency lights in the hall. These are numbered and logged in the hall's Fire Safety Log Book.	The emergency lighting is tested monthly by the designated 'Competent Person' as stated above. The check is logged in the hall's Fire Safety Log Book, which is stored in the boiler room.	
There is external night time hall lighting.	Chair	Ensure that the PIR lighting is working
Notices to users for action in the event of a fire are displayed around the hall and hirers are asked to take note upon commencing hire.		
We allow hirers to use their own electrical appliances on site, but only if in SITEE tested.		Adherence to Conditions of Hire

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Smoke alarms - there are 7 battery operated smoke alarms		Smoke alarms are tested monthly by the designated 'Competent Person 'as stated above. The testing is logged in the hall's Fire Safety Log Book, which is stored in boiler room. As of January 2024, all smoke alarms were changed to alarms with a ten-year battery. The log of this is also in the Fire Safety Log Book.

Additional risk assessment for annual Open Gardens fundraising event. Or, for item a. any other Victory Hall Management Committee organised event which involves the use of the kitchen.

The Open Gardens Day event is usually held annually on a Sunday in June. It comprises of three elements:

- a. The use of the Victory Hall building for the preparation and serving of refreshments, cold lunches and desserts.
- b. A few of the open gardens also provide refreshments and cakes etc.
- c. The use of a location in South Zeal for a plant sale.
- d. The opening of private gardens in the parish of South Tawton with the owners' permission. Members of the public pay to visit the gardens. Separate Risk Assessments are completed by the Open Gardens Day organiser for each garden, using the National Gardens Scheme proforma. They don't form part of this document but are stored for future reference.

Section a. of the following Risk Assessment has been based in part upon an example from the Health and Safety Executive, accessed from <https://www.hse.gov.uk/simple-health-safety/risk/foodprep.pdf> - March 2023.

a. Victory Hall use

1. The hazards of using the Victory Hall building are already described above within the hall's Health and Safety Policy.

2. The additional hazards to be risk assessed for the event are those relating to catering and follow below.

Overall responsibility for the risk assessment at the event event:

A nominated named person must be agreed in advance and is responsible for ensuring that the risk assessment is adhered to at the event. This includes:

- Briefing volunteers on the day (or beforehand) of all relevant aspects of the hall's Health and Safety policy and the following specific Risk Assessment section of the policy, to ensure that all points below are adhered to. Pay particular attention to the fire section of the Health and Safety Policy.
- Check in advance that all signs described below are in place.
- The first aid box is in place and correctly filled.
- That all suitable cleaning products, sponges towels etc. are in place.
- That a person with responsibility for first aid is appointed.

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?
Personal hygiene	Harmful microorganisms can be transferred to food. Avoid risk to customers.	• Ensure volunteers thoroughly wash their hands at least 20 seconds before and after handling food, after breaks and after using the toilet. • Do not sneeze or cough near food. • Don't eat in the kitchen area. • Put bags and coats away in a separate area. • Tie back or cover long hair. • If preparing food before bringing into the hall, follow the same rules where it is prepared. • It is understood that for the supply of puddings, which are donated that it is not possible to mitigate the risk.
Equipment and food preparation surface hygiene	As above	• Ensure all equipment and work surfaces have been thoroughly cleaned in advance. • If preparing food before bringing into the hall, follow the same rules where it is prepared. • It is understood that for the supply of puddings, which are donated that it is not possible to mitigate the risk.
Food hygiene	As above	• Store all foods at the correct temperature, including before they are brought into the hall. • Ensure that raw meat or fish is stored separately from other foods both before and during the event. • If any food is cooked or prepared before bringing into the hall, if cooked ensure it has been cooked at the correct temperature and all food stored properly. • Create a plan for the storage of waste on the day. • It is understood that for the supply of puddings, which are donated that it is not possible to mitigate the risk.
Slips and trips	Volunteers in the kitchen may be injured if they trip over objects or slip on spillages. Similarly, in the area in the main room of the hall used for the serving of puddings, use the guidelines.	• Keep work surfaces tidy. • Store goods for the event suitably. • Clean up spillages immediately. • Ensure suitable cleaning materials are available on the day. • No obstruction of the walkways in the kitchen area. • Remind volunteers of step to the kitchen from Committee room. • When the serving hatch is opened up for use, store serving hatch doors in the hatch storage adjacent to the door to the bar.
Contact with steam, hot water and hot surfaces.	Volunteers may may suffer scalding or burn injuries.	• Display 'hot water 'sign at sinks and water boiler. Display 'hot surface 'sign by cooker hot plates and warming oven. • Volunteers shown how to safely use the water boiler. • Ensure operators and all around them are safe from the risk of scalding when using boiling kettles and when using the water boiler.
Knives	Volunteers involved in food preparation and service could suffer cuts from contact with blades.	• Sharp knives are not stored in the kitchen and so will be brought in by volunteers specifically for the event. • Ensure that on the day knives are safely brought into the building and suitably stored when not in use. • Provide scissors and only use these to remove packaging etc. • Ensure that all the knives remain in the kitchen preparation area at all times.
Food handling	Frequent hand washing can cause skin damage. Some foods can cause people to develop skin allergies.	The amount of hand washing at one off event is not likely to cause skin damage per se. Ensure awareness of volunteers with specific skin allergies and ensure they are not handling those foods.

Contact with bleach and other cleaning chemicals	Risk of skin irruption, eye damage from direct contact. Vapour may cause breathing problems.	Ensure there is no bleach in the kitchen at the event.
Security of cash on the day	Theft of money raised	Ensure that a plan is made in advance for the safe keeping of cash income on the day, including removing excess notes from the cash box throughout the day for safe storage.

b. A few of the open gardens also provide refreshments and cakes etc.

Provide all garden openers that are serving refreshments a copy of the above Risk Assessment section and ask that they use the safety measures described for food hygiene, personal hygiene and equipment and food preparation surface hygiene.

Action: Open Gardens organiser

c. The use of a location in South Zeal for a plant sale.

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?
Influx of visitors at the start of the event	Whilst it is unlikely that there is any risk to mitigate, the higher number of visitors at the start of the event can cause slight crowding	• Spread out the plants for sale across the whole sales area • Leave good spaces in-between for people to walk around the plants without becoming crowded • Operate a good queuing system for the early sales influx
Ensuring that volunteers are safe and comfortable throughout the day	Volunteer safety and comfort	• Ensure volunteers don't lift anything heavy or awkward that they think would cause them injury or exacerbate any pre-existing musculoskeletal condition. • Ensure that a gazebo or awning is provided for the volunteers in order to give rain and or sun protection. • Ensure there is access to seating, toilet facilities and refreshments.
Plant stakes and any other pointed items, including spiky plants	Volunteers or customers	Ensure all such items are not liable to cause injury. Keep spikes away from eye level. Particularly keep spiky plants away from children.
Slips and falls	Volunteers or customers	Do all possible to reduce the risk off slips and falls, particularly considering avoiding muddy or uneven surfaces, water logged surfaces of any sort.
Customers carrying heavy or bulky items	It is a customer's risk in choosing what they carry, and not the responsibility of The Victory Hall Committee. However, the following can be offered by way of assistance	Volunteers can offer to store plants for customers to come and collect later.
Security of cash on the day	Theft of cash	Ensure that a plan is made in advance for the safe keeping of cash income on the day, including removing excess notes from the cash box throughout the day for safe storage.

Poisonous plants	Particularly young children if not supervised, as they must not be ingested. Anyone touching the plants without gloves.	It is suggested that highly poisonous plants such as foxgloves, aconitum (Monkshood, aconite), Lily of the valley etc. should either not be sold on the plant stall or be kept away from children. It is advised by the RHS not to touch any of these plants without wearing gloves. Therefore, if sold, gloves must be provided and worn. It is of course unlikely that poisonous plants such as water hemlock, deadly nightshade etc. would be donated, but if so they must not be sold.
Signed: Melanie Bickell (Secretary) <i>MJ Bickell</i>		Date: 18.11.2025 07543 443819 southzealvictoryhall@gmail.com