

Village Hall Risk Assessment

No	Item	Hazard/Risk	Action/Notes	Likelihood	Impact	Risk
1	Car park	Tripping and falling due to inadequate lighting or poor maintenance Vehicle movements Improper use of car park (for example, drug dealing) Disabled access	The tarmac car park is generally well lit at night times and is maintained well. The Caretaker reports any damage or issues to the Parish Clerk. The car park is an open space and visibility is good. The car park is locked when the village hall is not in use. CCTV covers the majority of the car park. Disabled parking spaces are close to the hall entrance.	Unlikely	Low	2
2	Entrance area	Tripping and falling on loose mats or left items such as buggies Tripping or falling due to inadequate lighting	A non-slip absorbant mat is used and hirers are asked that items are not left in the entrance or hallway. External lights outside the main entrance are on during dark hours and the light switch for the hallway is next to the front entrance door.	Possible	Low	4
3	Main hall and meeting rooms	Incorrect moving of heavy items (eg chairs or tables) Setting up and dismantling tables Equipment not stored correctly Slipping on wet floor Too many people Electric sockets Fire exits blocked Fire equipment not working	Hirers are asked to take care when moving tables and chairs and to use the trolleys provided. Signs in the storage cupboard state where and how equipment should be stored. Floor is cleaned probably when hirers are not present and cleaning notices are used. Unexpected spillages must be cleaned up immediately. Floor level sockets not in use are protected with child safe covers. Hirers are told not to block fire exits. Fire equipment is checked and serviced annually.	Possible	Medium	6
4	Kitchen	Hot surfaces (kettle and oven) Sharp implements Hot water containers/boilers Hanging leads Scalds/burns	Children should not be in the kitchen unattended. Knives should not be removed from the kitchen area, apart from those used for food service. Hot water containers/boilers are kept on worktops. Leads are limited and kept towards the back of worktops. First Aid kit is situated in the entrance hall.	Possible	Low	4
5	Toilets	Slipping on wet floor	Unexpected spillages must be cleared up immediately.	Unlikely	Low	2

6	Maintenance	Falls from ladders Working alone Incorrect moving of heavy items (eg furniture)	Staff should not work at height when alone. Contractors are to use their own equipment and should have their own health and safety procedures to follow. If staff are working alone they must notify someone of when and what time they are due to finish. Staff are advised to follow correct guidance for moving and lifting heavy items (such as https://www.hse.gov.uk/msd/manual-handling/good-handling-technique.htm).	Possible	Medium	6
7	Cleaning items	Hazardous substances, paint etc	Cleaning is carried out when hirers are not in the hall. Chemicals are kept in their original containers, clearly labelled, upright and in a locked cupboard. All chemicals in storage should have an appropriate COSHH assessment, which is reviewed annually.	Unlikely	Low	2
8	Legionella	Legionnaire's disease	There are no showers or drinking fountains on site.	Unlikely	Negligible	1
9	Electrical items	Electric shock from appliances Electric sockets accessed by children Risk of burns	Fixed wiring is inspected, tested and certified every five years and PAT testing on equipment and items in the hall is carried out annually, by a qualified electrician. Floor level sockets not in use are protected by child safe covers. Any electrical defects are reported straight away and repairs carried out by a qualified electrician.	Unlikely	Critical	4
10	Fire	Burns and smoke inhalation Risk of being trapped Damage to building and equipment	Fire evacuation procedure is in place. Fire alarms are fitted and serviced annually and fire exits are labelled. Emergency lighting is installed and checked monthly. Fire extinguishers are in place and serviced annually. Separate Fire Risk Assessment has been completed.	Unlikely	Critical	4