**Hazard Identification and Risk Assessment**

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| **Venue:**  ***Wellingore Memorial Village Hall*** | **Assessed By: Mike Powell** | **Date:**  ***27th August 2025*** |
| **Review date** | **July 2026** | |
| **This generic risk assessment has been produced to assist all users, staff and volunteers using Wellingore Memorial Village Hall. All persons are encouraged to read and understand this document which supports the requirements of the HSWA 1974. Both employers and employees have a duty of care. All users, staff and volunteers must act safely when attending the village hall.**  **This risk assessment does not attempt to cover every activity undertaken by users of the hall. Where appropriate hirers will provide specific activity-based risk assessments for the activities they are undertaking. The village hall committee reserve the right to ask for a copy of a hirers risk assessment were appropriate.** | | |

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|  | **Probability (P)**  5 = Frequent  4 = Probable  3 = Occasional  2 = Remote  1 = Improbable | **Severity (S)**  5 = Fatal  4 = Critical  3 = Serious  2 = Marginal  1 = Negligible | | **Risk Level (R)**  Risk level = P x S | | | | **Consequence**  13 – 25 = Unacceptable, significant risk. Must be eliminated or moved to a lower level.  8 – 12 = Undesirable. Must be avoided if reasonably practicable.  3 – 7 = Acceptable. Can be accepted provided that the risk is managed.  1 – 2 = Negligible. Ensure risk level is maintained. | | | | |
| **Item** | **Activity / Area of hall** | | **Hazard** | | **Risk Assessment**  **(Without Controls)** | | | | **Controls** | **Risk Assessment**  **(With Controls)** | | |
| **P** | **S** | **R** | | **P** | **S** | **R** |
| 1 | **Slips, trips and falls**  **e.g. wet floors, ice in car park, etc** | | Users of the hall could slip or trip within the hall or car park and may suffer injuries such as fractures and bruising.  Particular hazard areas:   1. Edge of stage and stairs to stage 2. Main floor areas in hall, hallways, kitchen and toilets. 3. Staircase to lower floor 4. Path around the Hall | | 3 | 3 | 9 | | Hazards will be mitigated by:   * Yellow hazard tape on edge of stage and requesting that children do not use the stage unsupervised * Asking users to mop up any spills immediately – mop and bucket available. * Cleaner coming into the hall whilst closed which limits users being exposed to wet floors * Ensure all defective lightbulbs are replaced promptly * Chained off staircase to lower floor at rear of stage to prevent access by children and good lighting to enable users to see clearly * Grit bin is available for use at the junction of Memorial Hall Drive and West Street, users advised to contact Booking Clerk under icy conditions; where prolonged periods of ice are forecast, proactive gritting by Village Hall Volunteers. * Good lighting in car park and disabled parking next to front door * Nonslip flooring provided to the main hall entrance and indoor matting provided for large events and weddings to prevent water ingress * No storage in corridors and escape routes. **All exits must be available when the hall is in use.** * Damaged chairs and furniture to be removed for repair/disposal. * First aid box available in kitchen and lobby with key cupboard. * Complete accident book (in kitchen) and report all significant accidents to the Chair. | 2 | 3 | 6 |
| 2 | Working at height e.g. changing light bulbs, repairing fixtures and fittings, cleaning windows, etc | | Anyone working at height could suffer serious injury if they fell. | | 3 | 4 | 12 | | * **Where possible the use of ladders should be avoided, and alternative access methods (such as scaffolding) should be implemented.** * Any contractors working at the hall are responsible for making their own safety arrangements if working at height. * Volunteers should assess the floor and surrounding area for hazards and ensure a ladder can be safely used. * When working at height, volunteers should work with at least one other person to help secure any ladders and equipment. * Ladders should be checked monthly to ensure that they are in full working order and the main hall ceiling should only be accessed via an appropriate high access platform. * Hall employees should not climb onto unstable structures to access areas out of reach. * All hall Volunteers working at height should refer to this guidance from the HSE before commencing any work [Working at height: A brief guide (hse.gov.uk)](https://www.hse.gov.uk/pubns/indg401.pdf) | 2 | 3 | 6 |
| 3 | Vehicle movements | | Pedestrians struck by cars in car park. | | 2 | 3 | 6 | | * Entrance to the car park clearly signposted * Car park lighting on when users are in the hall, arriving and leaving * Maximum 10 mph speed limit in force * Tight turn into car park prevents high speed build up. | 1 | 2 | 2 |
| 4 | Hazardous substances e.g. cleaning materials | | The cleaner and users risk skin problems from prolonged use of cleaning chemicals  Vapour may cause breathing problems from strong chemicals  Eye damage from direct contact with cleaning materials  Dermatitis or eye irritation from use of hand sanitizer | | 3 | 2 | 6 | | Cleaning materials stored in two places:   1. Secure cleaning cupboard for chemicals used by the cleaner only 2. Cleaning cupboard for general use items e.g. mop and bucket, COVID cleaning anti-bacterial wipes  * All strong cleaning chemicals are locked away in secure cupboard only accessed by cleaner * Rubber gloves available for all hirers in the kitchen * Rubber gloves available for cleaner to use * Where possible, we do not use cleaning products marked ‘irritant’ * Cleaner to ensure that instructions are read carefully and products are diluted as per instructions * Never transfer products to unmarked containers * Use of hand sanitizer by children should be supervised by appropriate adult. * Cleaner to report any skin irritations immediately to cleaning supervisor so that treatment and alternatives can be sought. * COSHH register must be kept updated with any new cleaning materials and made available to staff as appropriate. | 2 | 1 | 2 |
| 5 | Electricity | | Users risk electric shock or burns from faulty equipment or an electrical fire is caused by faulty equipment / wiring | | 2 | 5 | 10 | | * The fixed wiring installation will be checked by a qualified person every 10 years and certified accordingly * All repairs undertaken by a qualified electrician * Portable equipment checked for visual signs of damage before use * All portable electrical equipment PAT tested annually * Hirers and contractors (DJs, bands, caterers, etc) are responsible for any equipment they bring into the hall and must be able to show appropriate PAT testing and safety checks have been undertaken. * Unsafe items decommissioned immediately and removed for repair or disposal * Fuse boxes are located on the main stage, in the kitchen and the John Randall room. | 1 | 3 | 3 |
| 6 | Stored / stacked equipment | | Injury caused by stacked chairs and / or tables falling | | 3 | 2 | 6 | | * Users must stack chairs and tables on the trolleys when appropriate. Not more than 6 chairs per stack. * Correct manual handling techniques for lifting to be used. Users should not lift more than 2 chairs at one time. * Trolleys should be stored in the chair store when not in use to prevent trip hazard | 1 | 2 | 2 |
| 7 | Manual handling | | Hirers and village hall staff / volunteers may suffer back pain when lifting heavy or awkward objects. | | 2 | 3 | 6 | | * Correct manual handling techniques for lifting to be used. If you need to lift something manually, follow HSE advice. If in doubt, ask for help:  1. Reduce the amount of twisting, stooping and reaching 2. Avoid lifting from floor level or above shoulder height, especially heavy loads 3. Adjust storage areas to minimise the need to carry out such movements 4. Consider how you can minimise carrying distances 5. Assess the weight to be carried and whether the worker can move the load safely or needs any help – maybe the load can be broken down to smaller, lighter components   Full guidance can be viewed on the HSE website [Manual Handling: Health and Safety (hse.gov.uk)](https://www.hse.gov.uk/toolbox/manual.htm) | 1 | 2 | 2 |
| 8 | Fire | | Employees and hirers may suffer fire-related injuries – smoke inhalation, burns, etc | | 2 | 5 | 10 | | * Fire Risk Assessment and maintenance logbook stored by the front door entrance. * Fire Emergency Action plan displayed appropriately. No permanent phone is provided. Users should dial 999 on their mobile phone in the event of an emergency. * Maintenance contract in place for fire alarm, sensors, emergency lighting, extinguishers * Extinguishers available for use by suitably trained persons only. Do not place yourself at unnecessary risk. * Keep escape routes clear. * Evacuation point located on car park. Responsible person to complete a rollcall of event attendees. * Fire exits clearly marked with car park meeting point | 2 | 3 | 6 |
| 9 | Naked flames | | Hirers light candles for their event | | 3 | 4 | 12 | | * The Village Hall Committee recommend that all types of naked flames (including candles and tea lights) are not used, and LED replica lights offer a safer alternative * Should naked flames be used, users are fully responsible for their safe use and extinguish. Users should note:  1. Candles and tea lights should only be used as table decorations in secure, suitable holders and be positioned centrally so as not to cause a hazard. Care should be taken around children and other flammable decorations which make also be present 2. All naked flames should be extinguished at the end of the event 3. If a burn occurs – place affected area under a cold running tap for 10mins. The first aid box contains burns gel for small burns  * The Booking clerk will remind all hirers of this policy at the time of booking * The village hall volunteers reserve the right to extinguish any naked flames they feel are unsafe and to remove or refuse any decorations which cause a fire hazard. | 2 | 3 | 6 |
| 10 | Legionella | | Risk of contracting Legionnaires disease from contaminated water | | 2 | 4 | 8 | | * The Management committee are responsible for carrying out an annual Legionella risk assessment and arranging for water to be tested every 6 months. | 1 | 4 | 4 |
| 11 | Alcohol / drugs incapacitation | | Hirers drink too much alcohol at an event and become abusive and / or ill | | 3 | 3 | 9 | | * Bar staff to refuse to serve anyone they view as having had too much alcohol * Anyone looking under 21 will be ask for identification by bar staff * Access to the bar area is strictly controlled by bar staff * The management team may evict anyone viewed as being abusive or incapacitated and where possible, arrange for a responsible person to accompany them home * Drugs and drug taking in or around the village hall is strictly forbidden, anyone found to be in possession of drugs will be asked to leave immediately and the police may be informed. | 3 | 2 | 6 |
| 12 | Break ins / burglaries / staff safety | | The hall is broken into and items stolen or vandalised  Money taken from behind the bar by intruders | | 2 | 3 | 6 | | * Float kept behind the bar is minimal – move to almost entirely card payments * Staff do not leave the building at the end of the night carrying cash; its safely stored in the secure safe for collection by the Treasurer at a convenient and safe time * All doors are checked and secured and locked prior to the   last person leaving   * A panic alarm is under the bar top for emergencies * The bin store is kept locked to prevent the bins being used to access the roof * Any persons responding to a fire or burglar alarm should not place themselves at unnecessary risk. |  |  |  |
| 13 | Staff safety | | Staff are vulnerable locking up after an event late at night  Cleaner is vulnerable when working alone in the hall  Booking clerk is vulnerable when meeting people alone at the hall | | 3 | 4 | 12 | | * Bar staff should never lock up alone at the end of an event. There should be at least a minimum of two staff * Younger bar staff should always be accompanied home or picked up and inform the bar manager as to how they are getting home * All doors to be kept locked once hirers have left if bar staff or cleaners are in the building alone to prevent people wandering in * Care should be taken when disposing of rubbish and staff should not go to dark areas of the car park / bins alone * The Booking Clerk should only meet potential hirers at the hall during key hours of operation and never late at night. They should log full details of who they are meeting at the hall in the Booking calendar and, if in doubt, request that a hall committee member accompanies them. * Car park lights to be left on until after all staff have left and the building is empty and locked * See lone working policy | 2 | 1 | 2 |
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