



Shotteswell Village Hall - Risk Assessment

Registered Charity No: 502948

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done.
<p>Slips and falls</p> <p>Eg. Uneven surface of car park, wet floors and obstacles etc. Steps entering the car park.</p>	<p>Users of the hall and car park may suffer injuries such as fractures, head injuries and bruising if they slip on spillages, trip on uneven ground or fall over objects.</p>	<ul style="list-style-type: none"> • Car park surface maintained to be as even and safe as reasonably possible. • Good lighting in the car park, entrances, main hall and other areas. • Mats at entrances to stop rain water being carried inside. • No storage permitted in entrances. 	<ul style="list-style-type: none"> • Surfaces to be inspected regularly and repaired as necessary. • Lighting to be checked regularly and any defects reported and rectified. • Users to be reminded not to store equipment in entrances and high traffic areas. 	<p style="text-align: center;">Monitored by Committee</p>	<p style="text-align: center;">Ongoing</p>	

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Date.
<p>Working at height.</p> <p>Eg changing light bulbs, cleaning windows, putting up decorations etc.</p>	<p>Anyone working at any height could suffer potentially serious injury should they fall.</p>	<ul style="list-style-type: none"> • Only able and capable committee members permitted to use stepladders. • Committee members know how to use stepladder safely. • No persons to work at height on their own unaccompanied in the hall. 	<ul style="list-style-type: none"> • Print copy of HSE guidelines on safe use of stepladders and keep this available in the hall. • Consider implications of working at height for any future planned works. 	<p>Committee.</p>	<p>Ongoing</p>	<p>v</p>
<p>Hazardous substances</p> <p>Eg cleaning products.</p>	<p>Anybody using cleaning products. Risk, skin problems, eye damage from direct contact with chemicals. Vapours from some chemicals may cause breathing problems.</p>	<ul style="list-style-type: none"> • Mops and brooms provided. • Users reminded to use chemicals safely, never transfer chemicals from container to container and to dilute properly. • Chemicals and cleaning equipment stored securely in locked cupboard. 	<ul style="list-style-type: none"> • Monitor and review frequently. • Keep equipment in good order. 	<p>Committee</p>	<p>Ongoing</p>	

What are the Hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done.
Electricity	Hall users and committee members. Risk of electric shocks or burns from faulty installations or equipment.	<ul style="list-style-type: none"> • Fixed installations correctly installed by qualified electrician and inspected regularly. • All repairs by qualified electrician. • Portable equipment checked for damage prior to use. • Annual PAT testing and periodic checks. 	<ul style="list-style-type: none"> • Make sure hirers know where consumer unit is located and how to turn off the supply in an emergency. • Remind users that any equipment found damaged should be removed from use, marked unsafe and reported to a member of the committee. 	Committee	Ongoing	
Stored equipment.	Users could be injured by equipment such as stacked chairs falling or equipment falling off shelves.	<ul style="list-style-type: none"> • Users know that they must stack equipment carefully to minimise risk of equipment falling or collapsing. 	<ul style="list-style-type: none"> • No further action required. • Brief hirers. 	Committee Hire Agreement	Ongoing	
Manual handling.	Users and committee members may suffer back pain if they try to lift equipment that	<ul style="list-style-type: none"> • Trolley available to move stacked chairs if required and users 	<ul style="list-style-type: none"> • No further action required. • Brief hirers. 	Hire Agreement	N/A	Complete

	is too heavy or awkward.	<p>know where it is kept.</p> <ul style="list-style-type: none"> • Hand tool available to help ease of use with Go Pack Tables. • Individuals should assess whether equipment needs assistance to lift. 				
Fire.	If trapped, then users and committee members could suffer potentially fatal injuries from smoke inhalation/burns.	Fire risk assessment completed for the premises.	<ul style="list-style-type: none"> • Ensure actions identified as necessary by the fire risk assessment are completed. 	Committee	Ongoing	

Signed:

B Jammet

Position: **Chairman**

Claire Jeffrey

Position: **Vice-Chair**

Adopted by committee: **March 2016**

Last Reviewed: **January 2026**

Review Date: **January 2027**