

What are the hazards?	Who may be harmed & how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by whom?	When	Done
<p>Slips and falls – Eg. Uneven surface of car park, exterior footpaths, steps and ramps. Vehicle movement and being hit by moving vehicle. Access to other hazards e.g debris near or on the main road. Inadequate lighting, loose mats, wet floors, cleaning materials inside all areas of the hall including toilets, kitchen, entrance hall,</p>	<p>Users of the hall and / or 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>	<p>Car park surface maintained to be as even and safe as possible.</p> <p>Good lighting in the car park, entrances, main hall and all other areas.</p> <p>Mats at entrances to stop rain water being carried inside.</p> <p>Repairing any worn areas when identified and adding new safety tape as required.</p>	<p>Surfaces to be inspected regularly and repaired as necessary.</p> <p>Advise hall users to consider using car park attendants, especially for large events.</p> <p>Lighting to be checked regularly and any defects reported and rectified.</p> <p>Manner, location and means of</p>	<p>Monitored by committee.</p> <p>Action by all users of the hall.</p>	<p>Ongoing</p>	<p>Ongoing</p>

<p>main and small hall. Worn door thresholds and obstacles such as pushchairs, table tennis tables, chairs etc may cause a fall and/ or slip. Window cleaning.</p>		<p>Regular visual maintenance checks / tours of the hall.</p> <p>Self-employed window cleaner to clean windows, soffits and fascias.</p>	<p>storage to be monitored at all times.</p>			
<p>Working at height Changing light bulbs. Cleaning windows. Cleaning fascias and soffits. Clearing gutters. Putting up decorations. Checking router etc. Falls from ladders.</p>	<p>Anyone working at any height could suffer potentially serious injury should they fall.</p>	<p>Step ladders available. No persons or hirers (except self-employed contractors) to work at height unaccompanied in the hall.</p> <p>Self-employed window cleaner to clean all inside and outside windows, fascias and soffits and guttering,</p>	<p>Ladder checked regularly.</p> <p>Print copy of HSE guidelines on safe use of step ladders and keep this available in the hall.</p> <p>Consider implications of working at height for any future planned works.</p>	<p>Monitored by Committee.</p> <p>Action by all users of the hall.</p>	<p>Ongoing</p>	<p>Ongoing</p>

		including those at height.				
<p>Working alone Injury or illness occurring when working in the hall alone.</p>	<p>Any individual in the hall alone. Injury or illness could occur.</p>	<p>Any person attending the hall alone should ensure they have means of communication available (i.e. mobile phone) and that another person or member of the committee is aware of their presence. Individual should notify others when leaving to confirm they are safe and well.</p>	<p>Monitor and review frequently.</p>	<p>Monitored by Committee. Action by all users.</p>		
<p>Hazardous substances Eg. Storage of cleaning products and chemicals</p>	<p>Anybody using cleaning products. Children with access to cupboards where products are stored.</p>	<p>Mops, brooms and gloves provided. Users reminded to use chemicals safely, never transfer chemicals from container to</p>	<p>Monitor and review frequently. Keep equipment in good order.</p>	<p>Monitored by Committee. Action by all users.</p>	<p>Ongoing</p>	<p>Ongoing</p>

	<p>Risks – skin problems, eye damage from direct contact with chemicals. Vapours from some chemicals may cause breathing problems.</p>	<p>container and dilute properly.</p> <p>Moving cleaning chemicals to higher shelves or locked cupboards where possible.</p> <p>Stipulated in terms and conditions that all children under 18 to be always supervised by an adult.</p>				
<p>Electrical switches and equipment All electrical switches, sockets (accessed by children) and fixed and portable equipment available for use eg projector,</p>	<p>Hall users and committee members.</p> <p>Risk of electric shock from switch gear, electric shocks or burns from faulty installations or equipment.</p>	<p>Annual PAT testing and periodic (including visual) checks.</p> <p>Fixed installations correctly installed by qualified electrician and inspected regularly.</p>	<p>Guides available for equipment usage (i.e. projector and sound system).</p> <p>Make sure hirers know where consumer unit is and how to turn off the</p>	<p>Monitored by Committee.</p> <p>Action by all users.</p>	<p>Ongoing</p>	<p>Ongoing</p>

<p>sound system, hoover, kettle, fridge, vacuum cleaner and urn etc.</p>		<p>All repairs by qualified electrician.</p> <p>Portable equipment checked for damage prior to use.</p>	<p>supply an emergency.</p> <p>Remind users that any equipment found damaged should be removed from use, marked unsafe and reported to a member of the committee.</p>			
<p>Stored equipment</p>	<p>Users could be injured by equipment such as stacked chairs/tables falling, or equipment falling off shelves.</p>	<p>Users know (included in terms and conditions) that they must stack equipment carefully to minimise risk of chairs or equipment falling or collapsing. Chair and table storage trolleys are available.</p>	<p>Any new equipment brought into the hall will be considered for any specific H&S guidance, including storage.</p> <p>No further action required.</p>	<p>Monitored by Committee.</p> <p>Action by all users.</p>	<p>Ongoing</p>	<p>Ongoing</p>

<p>Manual handling Incorrect moving of heavy items e.g chairs / tables.</p>	<p>Users and committee members may suffer back pain if they try to lift equipment that is too heavy or awkward.</p>	<p>Trolleys available to move stacked chairs and tables. Individuals should assess if equipment needs assistance to lift.</p>	<p>No further action required.</p>	<p>Monitored by Committee. Action by all users.</p>	<p>Ongoing</p>	<p>Ongoing</p>
<p>Fire risks Fire exits blocked either inside or outside. Fire equipment not working.</p>	<p>If trapped, then users and committee members could suffer potentially fatal injuries from smoke inhalation/burns. Exit hampered by cars parking in front of emergency exits.</p>	<p>Fire risk assessment completed for the premises.</p>	<p>Ensure actions identified as necessary by the fire risk assessment are completed.</p>	<p>Monitored by Committee. Action by all users.</p>	<p>Ongoing – actions to be completed by September 2026.</p>	<p>Ongoing</p>
<p>Defibrillator not functioning when needed.</p>	<p>Victims of heart failure.</p>	<p>Checking pads and battery quarterly. Code registered with national scheme.</p>	<p>Buy spare battery pads. Add postcode to DeFib box.</p>	<p>Monitored by Committee. Action by all users.</p>	<p>Dec 2025</p>	<p>Ongoing</p>
<p>Main hall and small meeting room</p>	<p>Any users of the hall.</p>	<p>Website and other relevant documents</p>	<p>Nothing else identified.</p>	<p>Monitored by Committee.</p>	<p>Ongoing</p>	<p>Ongoing</p>

<p>Too many people. Windows open out over pathway – could walk into open windows. Step up into main hall from passageway – trip and fall hazard.</p>	<p>Unsafe conditions in hall could compromise fire safety.</p>	<p>highlight maximum of 150 people allowed in the hall at any one time. Make hall users aware of windows and doors. High viz tape on edge of step as warning.</p>	<p>To be kept under constant review.</p>	<p>Action by all users.</p>		
<p>Entrance hall Badly stacked equipment (chairs, tables and table tennis tables). Slipping on wet floor. Tripping and falling on loose mats. Tripping and falling over pushchairs, prams. Electric shocks from switch gear.</p>	<p>All users of the hall.</p>	<p>Trolleys for stacking chairs and tables safely provided. Dedicated storage area in corner for table tennis tables to avoid blocking entry and exit. Regular maintenance reviews of all areas of the hall.</p>	<p>Nothing else identified. To be kept under constant review.</p>	<p>Monitored by Committee. Action by all users.</p>	<p>Ongoing</p>	<p>Ongoing</p>

Incorrect moving of heavy items.						
<p>Kitchen Burns from hot surfaces, (especially children). Cuts from sharp implements (especially children). Cleaning materials / chemicals / paint. Unsecured hot water boilers, kettle (especially children and infirm users). Dangling leads. Wet floors. Falling down step into kitchen. Heavy fire door.</p>	<p>Any users of the hall (especially children and / or infirm users) Burns, cut, bruises, broken bones.</p>	<p>Health and safety risk assessment available to hall users to flag risks. First aid kit supplied and available on kitchen windowsill. Accident book stored alongside first aid kit for reporting (plus RIDDOR). Keep First Aid kit maintained and in date. Very few sharp implements stored at the hall and not left on display (stored in cupboards / drawers).</p>	<p>Nothing else identified. To be kept under constant review.</p>	<p>Monitored by Committee. Action by all users.</p>	<p>Ongoing</p>	<p>Ongoing</p>

		<p>Mops, brooms and gloves provided.</p> <p>Users reminded to use chemicals safely, never transfer chemicals from container to container and dilute properly. Moving cleaning chemicals to higher shelves or locked cupboards where possible. Paint to be stored and kept in loft and used only by authorised people. Refer to COSHH information. High viz tape on edge of step as warning.</p>				
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		Stipulated in terms and conditions that all children under 18 to be always supervised by an adult.				
<p>Toilets Slips on wet floor. Cleaning materials ingested, burns on skin (especially children). Falling down step into rear WCs.</p>	<p>Any users of hall, especially children. Slips, falls, burns, poisoning, broken bones, bruises, grazes.</p>	<p>Users reminded to use chemicals safely, never transfer chemicals from container to container and dilute properly.</p> <p>Moving cleaning chemicals to higher shelves or locked cupboards where possible. Stipulated in terms and conditions that all children under 18 to be always supervised by an adult.</p>	<p>Nothing else identified. To be kept under constant review.</p>	<p>Monitored by Committee. Action by all users</p>	<p>Ongoing</p>	<p>Ongoing</p>

		High viz tape on edge of step as warning and put 'Mind the Step' sign on doors into WCs from small meeting room.				
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Adopted by Committee: 2 April 2026

Last Reviewed: April 2026

Next Review Date: September 2026