Risk Assessment

Bursledon Village hall Charitable Trust

Long Lane Bursledon SO31 8BZ

Date: 10th JULY 2025

The Management Committee carried out a risk assessment of Bursledon Village Hall to control the

risks to people who use the Hall and are involved in its maintenance and upkeep.

The Management Committee does not have a legal requirement to record the findings of this risk

assessment as fewer than five people work at the Hall. Much of the repair and maintenance work at

the Hall is done by self-employed contractors, who have responsibility for their own health and

safety, as well as for other issues like the hours they work and their financial and tax arrangements.

However, the Management Committee decided that there are sound legal and business reasons to

record the findings of the risk assessment, and to take steps to make sure that they are brought to

the attention of those working or holding an event in the Hall.

Members of the Management Committee and the Caretaker carried out the risk assessment in the following way.

The assessment followed the Health and Safety Executive guidance in Five Steps to risk assessment

[Managing risks and risk assessment at work – Overview -HSE](https://www.hse.gov.uk/simple-health-safety/risk/index.htm)

1. To identify the hazards, the Committee and Caretaker:

• looked at HSE’s web pages for free health and safety advice and guidance for small businesses.

• walked around the Hall, garden and other areas, noting things that might pose a risk; and

• spoke to other users of the Hall, and to people who had done jobs at the Hall, to learn from their experience and to get their views on health and safety.

2. considered who could be harmed by the hazards and how.

3. checked what controls were in place to manage these risks and then compared these to the guidance on HSE’s website.

4. put the findings of the risk assessment into practice, writing down who was responsible for doing what, and by when. It was decided to tick off each action when it was completed, and to record the date when it was done.

5. The Committee decided to put in place all the additional risk controls suggested. They also decided that the risk assessment would be communicated to all users or potential users of the Hall, and that it would be discussed with the representatives of all groups using the Hall for the first time. The Management Committee decided to review the risk assessment every year, or immediately if any changes occurred to the Hall or how the Hall was used.

Version 1.00

Next review date: 10TH July 2026

