

Risk assessments for Colne Village Hall

Setting the scene

The management committee decided to do a risk assessment of their village hall to control the risks to people who used the hall and were involved in its maintenance and upkeep.

The committee did not have a legal requirement to record the findings of this risk assessment as less than five people work at the hall. Much of the repair and maintenance work at the hall is performed 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 committee decided that are sound legal and business reasons to record the findings of the risk assessment, and to take steps to make sure that they were brought to the attention of those working or holding an event in the hall.

Responsible Person for Risk Assessments – D. Parsons



How was the risk assessment done?

The committee followed the guidance in Five steps to risk assessment (www.hse.gov.uk/pubns/indg163.pdf).

To identify the hazards, it looked at HSE's web pages for free health and safety advice and guidance for small businesses; walked around the hall, car park and other areas with other members of the committee, noting things that might pose a risk; and assessed who could be harmed by the hazards and how.

They wrote down what controls were in place to manage these risks and then compared these to the guidance on HSE's website.

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

The committee decided to put in place all the additional risk controls They also decided that the risk assessment would be shown to all workers doing jobs at the hall and be available to all users of the hall to view, and that it would be shared with the representatives of all groups using the hall for the first time. A copy was also put up in the reception area. 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.

Company name: Colne Village Hall

Date of risk assessment: 9th November 2025

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom?	Action by when?	Done
Slips, trips and falls	Users of the hall and Car park may suffer injuries such as fractures or bruising if they slip, e.g. on spillages or trip over objects.	<ul style="list-style-type: none"> * Car park surface maintained to be as even as possible. * Parking spaces for visitors with disabilities available next to hall entrance. * Lighting in car park and all rooms and corridors in hall. * Slope to entrance of hall is maintained and slip free. * Users know (through hire agreement) to clear up spillages immediately and know where equipment for this is kept. * Mats at entrances to stop rainwater being carried in. * No storage in Hallways and Kitchen other than cupboards. * No trailing electrical leads/cables. 	Surface to be inspected regularly and repaired as necessary.	Chairman Vice Chairman	Inspect Six-monthly	
			Check that hall cleaner knows which products to use on each type of floor.	Vice Chairman	Inspect Six-monthly 31/12/25	
Work at height E.g. changing light bulbs, cleaning windows, maintenance, decorations, etc.	Anyone working at any height could suffer injuries, possibly very serious, should they fall.	<ul style="list-style-type: none"> * Stepladder securely stored in outside shed and not available for general use. * Printed copies HSE guidance on safe use of stepladders and make available to those who may use the stepladder, (Guidance copy to be placed by stepladder) * System in place for regular checks of condition of stepladder * Hall committee members and cleaner know how to use stepladder safely. 	Require updated log sheet for the stepladder check.	Vice Chairman	31/12/25	
			Review that the system for checking condition of stepladder is being carried out.	Vice Chairman	31/10/25	
			Consider implications for work at height of any future alterations to the hall.	Chairman	As required	
Vehicle movement	Pedestrians could suffer serious injury if struck by cars entering/leaving car park or turning around.	<ul style="list-style-type: none"> * Entrance/exit to car park clear to see. * For large events, parking controlled by marshals, * A second car park sign has been erected to encourage users to park off road. * A mobile car park sign has been provided for use. 	Advise users of the hall (through hire agreement) to use the rear car park as much as possible.	Chairman Vice Chairman	As Required	
			Advise users of the hall (through hire agreement) to consider whether they need to control car parking.	Chairman Vice Chairman	As Required	

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Hazardous substances E.g. cleaning and floor polish products	The cleaner and others cleaning, risk skin problems such as dermatitis and eye damage, from contact with cleaning chemicals. Cleaner and other hall users may experience nausea from vapours from the floor treatment.	<ul style="list-style-type: none"> * Mops, brushes and rubber gloves provided. * Cleaner trained to use products safely, e.g. follow instructions on the label, dilute properly and never transfer to an unmarked container. * Cleaning products stored securely. * New kitchen sink units have child safety catches fitted. 		Vice Chairman		
Stored equipment	Collapsing stacks could injure users.	<ul style="list-style-type: none"> * Users know that they must stack tables and chairs carefully so that they do not collapse, notices in place. 	Notices highlighting Chair stacks are now to be in stacks of Five. Information added to hall hire agreement.	Vice Chairman GP	30/11/25 30/11/25	
Electricity	Users risk electric shocks or burns from faulty equipment or installation.	<ul style="list-style-type: none"> * Fixed installations correctly installed by qualified electrician and have a certified electrical test every year. * All repairs carried out by a qualified electrician. * Portable equipment checked for visual signs of damage before use and has a certified check every year. * Hall users know that they are responsible for any equipment used on site. 	Electrical periodic inspection completed July 2025. Next Electrical periodic inspection is due July 2028.			

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Manual handling	Users may suffer back pain if they try to lift objects that are too heavy or awkward.	* Trolley available to move chairs, staging and users know where they are kept.	No further action needed.			
Fire	If trapped, users could suffer fatal injuries from smoke inhalation/burns.	<ul style="list-style-type: none"> * Emergency exit lights are also part of the certified electrical test each year. * Emergency exits clearly marked. * A qualified body yearly inspects fire extinguishers. * New fire alarm system in place and certified. * Weekly Fire Alarm and emergency light tests are carried out and logged. * Fire safety logbook located on top of front entrance safe. 	Fire risk assessment required to be carried out.	Vice Chairman	31/07/25	11/11/25
COVID-19	All hall users, cleaner and contractors.	* Regularly update Covid risk assessment documents, procedures and notices.	Government guidelines relaxed for now but be aware if the rules are reintroduced.	Vice Chairman		
Asbestos	Staff, and others, carrying out normal activities at very low risk. Asbestos only poses a risk if fibres are released into the air and inhaled. Maintenance workers are most at risk.	* No risk controls at present.	<ul style="list-style-type: none"> * Find out if hall contains any asbestos (eg in ceiling tiles, wall panels). * If so, and if asbestos is in good condition, record where it is and put up signs warning that it is asbestos and is not to be disturbed (and then make regular checks to ensure it remains undisturbed and the signs maintained). * Damaged asbestos to be removed by specialist contractors. * If hall is ever demolished/refurbished, asbestos should first be removed by specialist contractors. 			



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