



Eight Ash Green Village Hall

Risk Assessment

Setting the scene

The Management Committee decided to do a risk assessment of Eight Ash Green Village Hall to control the risks to people who use the Hall and those 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 of 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 at or holding an event in the Hall.

The Secretary of the Management Committee did the risk assessment.

How was the risk assessment done?

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

1. To identify the hazards, the Secretary:
 - Looked at the 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 another member of the Management Committee noting things that might pose a risk; and
 - Spoke to users of the Hall and to people who had done work at the Hall, to learn from their experience and to get their views on health and safety.
2. The Secretary then wrote down who could be harmed by the hazards and how.
3. She wrote down what controls are in place to manage these risks and then compared these to the guidance on the HSE's website.
4. She 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 Secretary discussed the findings with the Management Committee. The committee decided to put in place all the additional risk controls the secretary had suggested. They also decided that the risk assessment would be shown to all workers doing jobs at the hall and published on the web site (www.eightashgreenvillagehall.co.uk) to be posted on the entrance noticeboard so it's available to all 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.

Assessment completed	x April 2026
Next Review Date	x April 2027

What are the hazards?	Who might be harmed and how?	What are we already doing?	What further action is necessary	Action by who?	Action by when?	Done
Slips, trips and falls Caused by uneven surfaces or slippery floors	Users of the Hall, contractors, passers by in car park. Potential injuries include fractures, head injuries and bruising	Car park has been fully resurfaced with tarmac to eliminate trip hazards Parking spaces for users with disabilities are closest to the Hall The wooden floor in the main hall has just been installed as part of the redevelopment of the Hall Users advised to clear up spillages immediately Carpeted areas are all new and safe	None			
Fall on stage steps Caused by steps not being secured correctly to the stage	Users of the Hall injured if the steps are not secure and fall off the stage	Where a user is wishing to use the stage they will be shown how to erect and dismantle the stage	Training to be provided as required		Ongoing	
Working at Height	Contractors, users of the Hall installing decorations. Falling off ladders and other means of access	Contractors instructed to follow safe working practices and provide Risk Assessments and Method Statements. Advice given in our H&S policy document	None			
Falling Objects eg stage lighting and scenery	Users of the Hall hit by falling objects causing impact wounds	None currently installed at the Hall	None			
Poor storage of tables and chairs	Users of the Hall who are setting up or dismantling an event might suffer strains and crush injuries	Specially designed trolleys have been purchased to safely move the tables and chairs	None			
Hazardous Substances e.g. cleaning products	Hall users, especially young people may suffer skin irritation or poisoning	Cleaning products stored in dedicated locked cupboard	None			

Manual handling	Users may suffer back injury when moving heavy items e.g. tables and chairs	Trolleys made available to move heavy items	None			
------------------------	---	---	------	--	--	--

What are the hazards?	Who might be harmed and how?	What are we already doing?	What further action is necessary	Action by who?	Action by when?	Done
Electricity	All users of the Hall risk shocks and burns if equipment or installation were faulty	Fixed wiring to be periodically inspected, tested and certified Portable equipment tested annually Users made aware they are responsible for their equipment on site and advised of need to check it Users advised where main distribution board and switches are	Repeat electrical testing when due			
CO Poisoning Emissions from faulty gas appliances	Users of the Hall	No gas appliances in the Hall	None			
Fire	All users of the Hall who might be trapped and suffer burns and smoke inhalation	Fire risk assessment done Fire extinguishers provided in all areas Evacuation plans provided in each area of the Hall Muster point in car park	None			
Power Failure	Users and others in the hall after dark	Emergency lighting is installed				
Collisions in the Car Park	All users. Serious injury to pedestrians and damage to vehicles	Parking bays are clearly marked. All drivers and pedestrians to be aware of other users Vehicles parked at own risk	None			
Emergency Vehicle Access	All users. Casualties could deteriorate as appropriate help not able to access the hall. Fire Spread	Hirers to ensure routes to hall are kept clear for emergency vehicle access	Add to Hirers Terms and Conditions			