

Hedge End Village Hall – General Risk Assessment

Venue:	Hedge End Village Hall
Address:	Allotment Road, Hedge End, SO30 4AF
Assessment carried out by:	Martin Murley / Volunteer
Date of assessment:	19/01/2026
Review date:	19/06/2026

1. Purpose

This risk assessment identifies hazards associated with the normal use of Hedge End Village Hall and outlines control measures to reduce risks to staff, volunteers, hirers, and members of the public.

2. Persons at Risk

- Hall users and visitors
- Volunteers and committee members
- Contractors and cleaners
- Children and vulnerable adults

3. Regular Clubs and User Groups – Additional Considerations

The following regular user groups operate within Hedge End Village Hall. Each group is required to carry out its own activity-specific risk assessment and comply with the hall's policies and procedures. The Management Committee retains oversight of general building safety.

3.1 Art Club

Key Risks: Use of paints, solvents, sharp tools; slips from spillages.

Controls: Non-toxic materials encouraged; adequate ventilation; spillages cleaned immediately; materials stored safely; supervision at all times.

3.2 Bowling Club (Indoor / Social)

Key Risks: Slips, trips, and minor impact injuries.

Controls: Clear playing areas; suitable footwear encouraged; equipment checked before use; first aid provision available.

3.3 Weekly Choir

Key Risks: Slips and trips; voice strain; fire safety during rehearsals.

Controls: Chairs set out safely; clear access to exits; adequate ventilation; warm-up guidance provided by choir leaders.

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3.4 Model Car Racing Club

Key Risks: Electrical equipment; trip hazards from track layouts and cables; small parts.

Controls: PAT-tested electrical equipment only; cables managed; track barriers clearly marked; supervision of children; small parts kept away from young children.

3.5 Martial Arts Club

Key Risks: Physical injury; slips on flooring; manual handling of mats; contact between participants.

Controls (aligned with HSE guidance): Qualified and insured instructors only; activities planned and risk-assessed in accordance with HSE guidance on managing risk in sports and leisure activities; appropriate mats used and secured; warm-up and cool-down routines required; controlled contact appropriate to age, experience, and ability; safe supervision ratios maintained; first aid-trained leader present; accident and incident reporting procedures followed.

3.6 Pilates Class

Key Risks: Musculoskeletal strain; slips on flooring; manual handling of mats and equipment; medical conditions of participants.

Controls (aligned with HSE guidance): Qualified and insured Pilates instructor; pre-session health screening or participant self-declaration encouraged; exercises adapted to individual ability; suitable non-slip mats used; clear floor space maintained; safe supervision and class sizes; warm-up and cool-down included; first aid arrangements known.

3.7 Other Unspecified Clubs / Groups

Key Risks: Vary depending on activity; may include slips, trips, manual handling, use of equipment, or physical activity.

Controls (aligned with HSE guidance): All clubs and groups not specifically listed in this assessment must complete an **activity-specific risk assessment** prior to use of the hall; provide evidence of appropriate **insurance**; ensure leaders/instructors are **competent and suitably qualified**; comply with all **health & safety, fire safety, and safeguarding requirements** of the Village Hall; ensure safe supervision and equipment use at all time

3.8 Nursery School (Restricted Access Area)

A nursery school rents and occupies a designated part of the building which is **not accessible to the general public**.

Key Risks: Children's safety; safeguarding; security and access control.

Controls: Separate risk assessments in place; safeguarding and early years policies followed; controlled access to nursery areas; sign-in/out procedures; outdoor play areas secured where applicable.

The nursery school is responsible for compliance with Early Years Foundation Stage (EYFS) requirements and its own health and safety arrangements. Shared areas and services are coordinated with the Village Hall Management Committee.

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3.9 Bouncy Castle / Inflatable Equipment Hire

Bouncy castles and inflatable play equipment may be hired for private events subject to the conditions below.

Key Risks:

Falls from height; collisions; entrapment; instability or collapse; weather-related hazards; electrical hazards (blowers); inadequate supervision.

Controls (aligned with HSE guidance on inflatable play equipment):

- Only **commercially supplied inflatables** may be used.
- The hirer must ensure the supplier:
 - Holds **current public liability insurance** (minimum £5 million recommended).
 - Provides **evidence of annual inspection** in accordance with PIPA or ADIPS standards.
 - Supplies appropriate **anchoring equipment** (stakes, weights or sandbags as required).
- Inflatables must be:
 - Suitable for **indoor use** (unless specific outdoor approval is given).
 - Installed on a **flat, clear surface**, away from walls, lights, heaters, and exits.
- **Electrical blowers** must be:
 - PAT tested.
 - Positioned to avoid trip hazards.
 - Connected safely without overloading sockets.
- **Constant adult supervision** must be provided by the hirer at all times while the inflatable is in use.
- Clear rules must be enforced, including:
 - No overcrowding.
 - No shoes, food, drink, or sharp objects.
 - Age and size restrictions followed.
- Inflatables must **not be used**:
 - If safety instructions cannot be followed.
 - If equipment appears damaged or unstable.
- The hirer is responsible for:
 - Safe operation throughout the event.
 - Monitoring behaviour and stopping use if unsafe.
 - Reporting any accidents or near misses.

Further Action / Conditions of Hire:

- The Management Committee reserves the right to **refuse or stop use** of any inflatable deemed unsafe.
- Written confirmation of compliance with these requirements may be requested prior to hire.
- The Village Hall accepts no responsibility for the operation of hired inflatable equipment.

4. Risk Assessment Table

Hazard	Who might be harmed	Risk Level	Control Measures in Place	Further Action Required
Slips, trips and falls	All Users	Medium	Floors kept clean and dry; spillages cleaned promptly; good lighting; cables managed	Regular inspections; remind hirers of responsibilities
Fire	All Users	High	Fire extinguishers provided; smoke detectors installed; fire exits clearly marked; evacuation plan displayed	Annual fire risk assessment; regular alarm testing
Electrical equipment	Users, volunteers	Medium	PAT testing of fixed and portable appliances; damaged equipment removed from use	Maintain PAT testing schedule
Manual Handling	Staff, volunteers	Medium	Trolleys available; guidance provided for lifting tables/chairs	Manual handling training as required
Use of kitchen facilities	Users, volunteers	Medium	Clear instructions; equipment maintained; first aid kit available	Display kitchen safety signage
Cleaning chemicals	Cleaners, volunteers	Low	Chemicals stored securely; COSHH information available	Review COSHH data annually
Lone working	Staff, volunteers	Low	Sign-in/out procedures; emergency contact numbers available	Review lone working guidance
Security / unauthorised access	Users	Low	Lockable doors; key control	Review key holder list annually

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			procedures; external lighting	
Children's activities	Children, leaders	Medium	Supervision ratios defined; safeguarding policy in place	Safeguarding training updates
COVID-19 / infectious diseases	All users	Low	Good ventilation; cleaning regime; hand hygiene facilities	Update guidance as required

4. Fire Safety and Emergency Procedures

- Fire exits must be kept clear at all times.
- Evacuation procedures displayed throughout the hall.
- Assembly point clearly identified.
- Hirers are responsible for informing attendees of emergency procedures.

5. First Aid

- First aid kit located in [location].
- Accident book available.
- Serious incidents to be reported to the Management Committee.

6. Club Compliance Requirements

All regular clubs and organisations using Hedge End Village Hall must comply with the following requirements, in line with HSE guidance and the Management of Health and Safety at Work Regulations:

Clubs must:

- Complete and maintain an **activity-specific risk assessment** relevant to their sessions.
- Provide evidence of **appropriate public liability insurance** on request.
- Ensure leaders/instructors are **competent, qualified, and suitably insured** for the activity.
- Follow the Village Hall's **fire safety, emergency, safeguarding, and health & safety policies**.
- Use only **safe, well-maintained equipment** and remove damaged items from use.
- Maintain appropriate **supervision ratios**, particularly where children or vulnerable adults are involved.
- Ensure at least one responsible person is **aware of first aid arrangements** and emergency procedures.
- Record and report accidents and near misses using the hall's **accident reporting procedures** and, where applicable, comply with **RIDDOR** requirements.

Failure to comply with these requirements may result in suspension or termination of hire.

7. Monitoring and Review

This risk assessment will be reviewed:

- Annually
- After any significant incident
- Following changes to the building or its use

Signed	<i>Martin Murley</i> Martin Murley
Position	Volunteer
Date	19/01/2026

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8. Club Compliance Declaration (One-Page)**Implementation Note**

This Club Compliance Declaration forms part of Hedge End Village Hall's health and safety arrangements. Where no previous formal policy has been issued, this declaration shall serve as the baseline compliance requirement for **all existing clubs and all new hirers** with effect from the date of issue. Clubs will be given reasonable time to confirm compliance.

Hedge End Village Hall – Club Compliance Declaration

This declaration must be completed and signed by all regular clubs and organisations hiring Hedge End Village Hall.

Club / Organisation Name:		
Main Activity:		
Contact Name:		
Position / Role:		
Telephone:		E-mail

Declaration

On behalf of the above-named club/organisation, I confirm that:

1. We have completed and will maintain an **activity-specific risk assessment** for all sessions held at Hedge End Village Hall.
2. We hold **current public liability insurance** appropriate to our activities and will provide evidence upon request.
3. All instructors, leaders, or volunteers are **competent, suitably qualified, and insured** where required.
4. We agree to comply with all **health & safety, fire safety, safeguarding, and emergency procedures** issued by Hedge End Village Hall.
5. We will ensure **safe supervision ratios**, particularly for children and vulnerable adults.
6. All equipment brought onto the premises will be **safe, suitable, and well maintained**.
7. We will record and report **accidents, incidents, and near misses**, and comply with **RIDDOR** reporting where applicable.
8. We understand that failure to comply with these requirements may result in **suspension or termination of hire**
9. Bouncy castles and inflatable equipment are permitted only where hired from a suitably insured commercial supplier and operated in accordance with the Village Hall's inflatable equipment safety requirements

Review / Renewal Date:

Signed	
Name (print)	
Position	
Date	
Review / Renewal Date	