

Standlake Village Hall

REGISTERED CHARITY NUMBER 304372

Risk Assessment

Legislative Obligations

This Risk Assessment was completed in order to identify and control the risks to users of the Hall and those involved in its maintenance and upkeep. As less than five people work at the Hall there is no legal requirement to record the findings of the Risk Assessment.

The Assessment was completed in accordance with, "Five steps to risk assessment", www.hse.gov.uk/pubns/indg_163.pdf

Policy Review

The Trustees will review this policy annually or after significant alterations to the Hall.

April 2025

What are the hazards?	Who might be harmed and how?	What has already been done?	What further action is necessary?	Action by whom?	Action by when?	Done
Slips, trips and falls. Uneven surface of car park, cleaning floors inside the Hall	Users of the Hall and car park may suffer injuries such as fractures, cuts or bruising if they slip or fall.	Car park surface maintained to be as level and smooth as possible. Parking spaces for visitors with disabilities available next to Hall entrance on an asphalted surface. Good lighting in car park and all rooms in the Hall. Users know (through hire agreement) to clear up spillages immediately and know where equipment for this is stored. Mats at the main entrance prevent rain water being carried in. No trailing electrical leads/cables	Surfaces to be inspected regularly and repaired as necessary.	BB	Inspect three monthly	4/11/23 then every three months
Work at height. Changing light bulbs, putting up decorations	Anyone working at height could suffer injuries, potentially serious ones, should they fall	Appropriate, commercial stepladder available for use. Hall users know (through hire agreement) that they are responsible for using the stepladder safely. Copy of HSE guidance on the safe use of stepladders is available to those who may use the stepladders. (located on wall in stepladder storage area)	Condition and serviceability of stepladders to be checked on a regular basis.	BB	Inspect three monthly	4/11/23 then every three months
Vehicle movement.	Pedestrians could suffer serious injury if struck by cars entering/ leaving car park or moving in it.	Restricted access to the car park from the public road ensures cars entering are travelling at low speed. Car park well lit. Car park layout inhibits excess speed.	No further action required			
Hazardous substances.	The cleaner and others cleaning, risk	Mops, brushes and rubber gloves provided.	Provide copies of Health and Safety leaflets SR24,	BB		

	incurring skin problems, e.g. dermatitis and eye damage from direct contact with cleaning chemicals. Vapour may cause breathing problems.	Cleaner trained to use products safely, e.g. follow instructions on label, dilute properly and never transfer to an unmarked container. No cleaning products used are labelled 'irritant'. Cleaning products stored securely.	Storing Chemical Products, and SR 4, Manual Cleaning and Disinfecting surfaces, provided for cleaner's reference in cleaner's store.			
Electricity.	Users risk electric shocks or burns from faulty equipment or installation.	Fixed installation correctly installed by qualified electrician and inspected regularly. Portable electrical equipment regularly inspected.	Instruct Hall users (through the hire agreement) the location of the key to access the fuse box cupboard, the location of the cupboard and how to isolate the supply in an emergency.			
Stored equipment.	Users could be injured by collapsing stacks.	Signs provide guidance on correct storage procedure for tables and chairs	No further action required.			
Manual handling.	Users may suffer back pain if they try to lift objects that are too heavy or awkward.	Trolleys available to move stacks of chairs.	No further action required.			
Kitchen. Contact with hot water, steam and hot surfaces	The cleaner and others using the kitchen may suffer scalding or burns injuries	Sign at kitchen entrance prohibits entry to kitchen of children. Warning sign on hot water boiler.	Confirm presence of a warning sign on the water boiler	BB		
Stage. Elevated surface	Anyone using the stage could suffer injuries, should they fall from raised floor level.	Hall users know (through hire agreement) that access is limited to those that state that they require use of the stage.				

Fire	If trapped, Hall users could suffer injuries from smoke inhalation/burns	Fire Risk Assessment carried out.	Ensure the actions identified by the Fire Risk Assessment are done	BB		
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