

## Risk assessment template

**Company name:** Buckland Newton Village Hall  
**Kate Parish**

**Assessment carried out by:** Caron White &

**Date of next review:** September 2025

**Date assessment was carried out:** September 14<sup>th</sup> 2024

**Amended :** December 22nd 2024

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<b>Car Park – movement by cars and pedestrians</b>	Hall users and general public: Car movement leading to collision with pedestrians or other vehicles	Lighting – there is a movement sensor light positioned above the main entrance that lights up the car park and automatically comes on when motion is	Florescent strip to be added to the gatepost on patio gates, adjacent to the car park.	Buckland Newton Village Hall Committee	October 2025	Yes
<b>Collision with vehicles leaving car park</b>						
<b>Icy and slippery in cold wet weather</b>						

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<b>Emergency services not having quick access to the patio and side doors.</b> <b>Impeded access to the defibrillator.</b>	Hall users and public.	<p>detected. Hall users' agreement to include advice regarding safe use of car park for and by users of the Village Hall. Signs informing that the car park is for village hall users only. Grit bin in car park.</p> <p>Advising that the gates onto the patio are to be left open. During Little Goslings and children's parties they are closed for safety but must be left open at the end of the session.</p>	<p>A hook and eye to be fitted to the gate to allow hall users to leave the gate secured in the open position.</p>	Village Hall committee to ask Mick Ames to action.	January 2025	

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Leaves causing a slippery surface.	Autumnal leaves collecting and causing creating a slippery surface. Slips and falls on icy surface.	General maintenance and clearing of the gutters to prevent overflow and ice build-up on ground. Clearing of leaves from the car park surface. Provision of grit bin near car park entrance. Removal of leaves. Monitoring and ensuring all undergrowth is regularly cut back. Monitoring of the				
Trees – whole or						

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part of a tree falling.		condition of trees – advice sought and trees cut back where necessary.				
<b>Patio Area</b> <b>Uneven surface</b> <b>Potential access to car park and wildlife area</b>	Hall users and general public:  Uneven surface – trips, slips and falls  Potential danger from vehicle collision.	Good outside lighting which is checked monthly.  Patio is fenced off and gated from the main car park and wildlife area  Area to be gritted in cold and icy weather if to be used by hall users.	General maintenance and clearing of guttering to prevent overflow and build of ice/surface water.  Slabs at the car park end of the patio need to be lifted and re-laid so that they are level. Before this work is done a sign warning of an uneven surface needs to be provided.  The gate latch on the	Buckland Newton Village Hall Committee	Autumn 2024	

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			<p>gate at the kitchen end of the patio needs replacing.</p> <p>A couple of fencing slats are missing and need replacing.</p>			<p>Yes</p> <p>Yes</p>
<b>Wildlife area to the rear of the hall - uneven surface</b>	Hall users and general public:  Uneven surface – trips, slips and falls	<p>Wildlife area is fenced and gated with restricted access.</p> <p>If to be used by hirer's they must pre-visit and undertake their own risk assessment for the area.</p>	Gate between the patio and path to wildlife area needs the latch and some fence slats replacing.	Buckland Newton Village Hall Committee	Autumn 2024	Yes



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<b>edge of the stage</b> <b>Falling scenery</b>		<p>be used during a performance or when absolutely necessary.</p> <p>Handrail is provided on both sides of the stage.</p> <p>Switch on side lights when stage is in use.</p> <p>Users to be aware of the edge of the stage when on the stage and to always use a safety gap – never work right on the edge of the stage.</p> <p>Users to be told</p>				

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		<p>not to jump from the stage.</p> <p>Ensure scenery is secure and tall items should be made lightweight to minimise any possible injury.</p> <p>Stage curtains and drapes are fire resistant.</p> <p>Hirers are advised that unsupervised children should not be allowed on the stage.</p>				

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<b>Main Hall</b> <b>Working at height, eg – changing light bulbs, maintenance of stage lighting, putting up decorations.</b> <b>Slips, trips and falls.</b>	Hall hirers and general public – slips, trips and falls	<p>Users to clear up any spillages immediately using cleaning materials provided.</p> <p>Whenever possible approved contractors should be used to change lights and clean high windows, and they will follow their own HSE procedures.</p> <p>Private hirers are responsible for their own safety when working at height. Reference should be made to the HSE guidance.</p>	<p>Ensure cleaning materials are accessible and clearly available.</p> <p>Ensure that reference is made to the HSE “Working at Height” recommendations in the Hall Hire agreement.</p> <p>Ladders stored at the Hall only to be used by Hall Trustees, approved contractors and hirers with completed risk assessments and permission.</p>	Village Hall Committee	Regularly review	

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<b>Risk of trapping fingers when patio doors are open. Also when wooden doors to car park are open.</b>	Hall hirers and general public. Particular concern regarding young children.	Bungees are used to secure the glass doors onto the patio.	Bungees to be made clearly available.	Village hall committee	Autumn 2024	
<b>Low risk from possible asbestos in roofing material in loft over the foyer, cloakroom and toilets.</b>	Hall hirers and general public.	Condition of loft is reviewed annually. Refer to report.	Annual review.	Village hall committee	Annually	
<b>Committee room Slips, trips and falls. Injury caused by</b>	Hirers and general public. Persons requiring		Replacing the existing bolts on the hatch with much stronger ones.	Village hall committee	Autumn 2024	

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<b>carrying heavy items up and down loft ladder.</b>  <b>Flap in loft hatch. If trod on by someone in the loft it may break causing a fall.</b>	access to equipment stored in the loft.	Only trustees and others with permission to use the loft ladder. Items to be passed up rather than carried. Two people to manoeuvre objects if heavy.  Advising those				

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		who request access to the loft of the existence of the flap, and that if anything is moved up or down from the loft for two people to be present. Yellow warning tape around flap.				
<b>Fire</b>	Hall hirers, general public and neighbouring properties	See separate Fire Risk Assessment				
<b>Toilets – overflow and flooding to toilet areas.</b>	Hall hirers and general public	Toilets regularly cleaned and checked.  Soap, hand-towels	In the disabled toilet the drop down support is rusty, looks unhygienic and needs replacing.	Buckland Newton Village Hall Committee	Autumn 2024	Yes

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		<p>and toilet rolls regularly topped up.</p> <p>Dedicated disabled toilet provided.</p>				
<b>Kitchen Scalds and burns</b> <b>Injuries caused by knives and glassware stored in cupboards.</b> <b>Slips and trips</b>	Hall hirers and general public Scalds and burns - touching sides of the kettle, stove and other cooking implements Hot water Injuries from slipping/tripping and falling	Users advised - Only four people to be allowed in the kitchen at any one time. First aid and accident book renewed and reviewed. All person's under 16 to be accompanied by an adult. Only use the	All cleaning materials to be kept out of reach of children. Users to be advised that no-one is to run while in the kitchen. No items to be left on the floor. Spills to be cleaned up immediately. Child-proof locks for cupboard doors.	Buckland Newton Village Hall committee.	Review regularly  Autumn 2024	

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		<p>handle on the kettle and the tap on the urn.</p> <p>Use a protective oven glove or mitt when lifting items off the stove or from the oven.</p> <p>Refer to Fire Risk Assessment for details of fire risk.</p>				
<b>Storage Areas</b> <b>Chair stacks too high.</b> <b>Chairs and tables block fire exit.</b>	Hall hirers and general public Injuries from chairs falling or moving too many chairs at once.	<p>Hirers/users to be advised - Chairs to be stacked no higher than 7 chairs in a stack.</p> <p>Chairs to be stored away from fire exit</p>	<p>Storage room at back of stage to be kept clear and cleaned and all unnecessary equipment removed.</p>	Buckland Newton Village Hall Committee, the Youth Club and Little Goslings.		

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<b>Ladders leaning against wall.</b> <b>Injury from lifting heavy items on and off high shelves.</b>	Injuries from ladders falling.	doors.  Tables to be stacked and kept away from fire doors.  When moving chairs, the chair trolley to be used.  Heavy items stored on the floor of the store cupboard – not on shelves. Advice in hiring agreement regarding use of ladders. Ladders are securely held against the wall.				

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<b>Cloakroom/Utility Area</b> <b>Cleaning materials</b> <b>Glassware</b> <b>Hot tap</b>	Hall hirers and general public  Poisoning, chemical burns and skin irritation, cuts from glassware and scalding from hot tap.	Cleaning Cupboards are kept locked and key stored at height.  All glassware to be stored in cupboards with childproof locks.  Children under the age of 16 to be supervised by an adult at all times.	Signage to be placed on cleaning cupboard doors to inform hall users of contents.	Buckland Newton Village Hall Committee		

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)