

Risk assessment template

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

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

Date of next review: **January 2027**

Date assessment was carried out: **11 January 2026**

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
<p>Car Park – movement by cars and pedestrians</p> <p>Collision with vehicles leaving car park</p> <p>Icy and slippery in cold wet weather</p>	<p>Hall users and general public: Car movement leading to collision with pedestrians or other vehicles</p>	<p>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 detected.</p>	<p>Florescent strip to be added to the gatepost on patio gates, adjacent to the car park.</p>	<p>Buckland Newton Village Hall Committee</p>	<p>No further action at present.</p>	<p>Completed</p>

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<p>Emergency services not having quick access to the patio and side doors. Impeded access to the defibrillator.</p>	<p>Hall users and public.</p>	<p>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. 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. There are</p>	<p>Moving the hook and eye to secure the gates open to a higher position. If the hall is successful with a lottery funding bid, the gates will be replaced.</p>	<p>Village hall committee</p>		

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<p>Leaves causing a slippery surface.</p>	<p>Autumnal leaves collecting and causing creating a slippery surface. Slips and falls on icy surface.</p>	<p>reflective strips on the gateposts to alert people to where the posts are when reversing/using the Hall car park.</p> <p>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</p>				

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<p>Trees – whole or part of a tree falling.</p>		<p>undergrowth is regularly cut back. Monitoring of the condition of trees – advice sought and trees cut back where necessary.</p>				
<p>Patio Area Uneven surface Potential access to car park and wildlife area</p>	<p>Hall users and general public:</p> <p>Uneven surface – trips, slips and falls</p> <p>Potential danger from vehicle collision.</p>	<p>Good outside lighting which is checked monthly.</p> <p>Patio is fenced off and gated from the main car park and wildlife area</p> <p>Area to be gritted in cold and icy</p>	<p>General maintenance and clearing of guttering to prevent overflow and build of ice/surface water.</p> <p>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</p>	<p>Buckland Newton Village Hall Committee</p>	<p>A bid has been submitted to the National Lottery to relay the patio and replace the verandah.</p>	<p>Ongoing</p>

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		weather if to be used by hall users.	to be provided.			
Wildlife area to the rear of the hall - uneven surface	Hall users and general public: Uneven surface – trips, slips and falls	Wildlife area is fenced and gated with restricted access. If to be used by hirer's they must pre-visit and undertake their own risk assessment for the area.		Buckland Newton Village Hall Committee	No further action currently required.	Complete
Oil Tank – damage to and leakage	Members of the public,	Oil tank is of modern design	Replace tank when necessary/advised by	Buckland Newton Village	Annual review	Ongoing

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	neighbouring properties and the surrounding environment through leakage of oil.	Regularly maintained and checked.	the oil supplier. To be reviewed annually by the Hall Committee Compost heap to be moved to the back of the wildlife area to reduce fire risk.	Hall		
Stage Area Slips trips and falls Falls on stairs leading up to the stage Falls from the edge of the stage Falling scenery	Hall hirers	Keep the floor of the stage area clear and dry - users must clear up spillages immediately using cleaning materials provided and access to the stage should only be used during a performance or when absolutely	All scenery to be checked before the stage is used and be fire resistant if possible.	Buckland Newton Village Hall Committee and Hall Hirers	Review annually.	Ongoing

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		<p>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 not to jump from the stage.</p>				

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		<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>				
<p>Main Hall Working at height,</p>	<p>Hall hirers and general public – slips, trips and</p>	<p>Users to clear up any spillages immediately using</p>	<p>Ensure cleaning materials are accessible and clearly available.</p>	<p>Village Hall Committee</p>	<p>Regularly review</p>	<p>Ongoing</p>

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<p>eg – changing light bulbs, maintenance of stage lighting, putting up decorations.</p> <p>Slips, trips and falls.</p>	<p>falls</p>	<p>cleaning materials provided. Key to cleaning cupboard is on a hook above the cleaning cupboard door in the cloakroom out of reach of children.</p> <p>Whenever possible approved contractors should be used to change lights and clean high windows, and they will follow their own HSE procedures. Private hirers are responsible for their own safety when working at</p>	<p>Ensure that reference is made to the HSE “Working at Height” recommendations in the Hall Hire agreement. Ladders stored at the Hall only to be used by Hall Trustees, approved contractors and hirers with completed risk assessments and permission.</p> <p>Committee to provide information to hirers so that they can easily find the cleaning equipment – in the cupboard in the cloakroom. Signs to be placed on Cloakroom Door and on Cleaning Cupboard door.</p>	<p>Village Hall committee</p>	<p>Spring 2026</p>	

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<p>Risk of trapping fingers when patio doors are open. Also when wooden doors to car park are open.</p>	<p>Hall hirers and general public. Particular concern regarding young children.</p>	<p>height. Reference should be made to the HSE guidance.</p>	<p>Hooks and eyes to secure doors open from the hall onto the patio have been ordered.</p>	<p>Village hall committee</p>	<p>Spring 2026</p>	
<p>Low risk from possible asbestos in roofing material in loft over the foyer, cloakroom and toilets.</p>	<p>Hall hirers and general public.</p>	<p>Condition of loft is reviewed annually. Refer to report.</p>	<p>Annual review.</p>	<p>Village hall committee</p>		
<p>Committee room Slips, trips and falls. Injury</p>	<p>Hirers and general public.</p>	<p>Only trustees and others with permission to use</p>	<p>Replace the existing loft hatch and flap with one single lighter hatch to</p>	<p>Village hall committee</p>	<p>Spring 2026</p>	

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<p>caused by carrying heavy items up and down loft ladder.</p> <p>Flap in loft hatch. If trod on by someone in the loft it may break causing a fall.</p>	<p>Persons requiring access to equipment stored in the loft.</p>	<p>the loft ladder to access the loft. Items to be passed up rather than carried. Two people to manoeuvre objects if heavy.</p> <p>Advising those 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.</p>	<p>include a stronger/more durable catch/lock</p>			

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Fire	Hall hirers, general public and neighbouring properties	See separate Fire Risk Assessment				
Toilets – overflow and flooding to toilet areas.	Hall hirers and general public	Toilets regularly cleaned and checked. Soap, hand-towels and toilet rolls regularly topped up. Dedicated disabled toilet provided.		Buckland Newton Village Hall Committee	Ongoing review	Completed
Kitchen Scalds and burns Injuries caused by knives and glassware stored in cupboards.	Hall hirers and general public Scolds and burns - touching sides of the kettle, stove and other cooking	Users advised - Only four people to be allowed in the kitchen at any one time. First aid and	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.	Buckland Newton Village Hall committee.	Review regularly	Ongoing

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<p>Slips and trips</p>	<p>implements Hot water Injuries from slipping/tripping and falling</p>	<p>accident book renewed and reviewed. All person's under 16 to be accompanied by an adult. Only use the handle on the kettle and the tap on the urn. Use a protective oven glove or mitt when lifting items off the stove or from the oven. Refer to Fire Risk Assessment for details of fire risk.</p>	<p>Child-proof locks for cupboard doors.</p>			

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<p>Injury from lifting heavy items on and off high shelves.</p>		<p>store cupboard – not on shelves. Advice in hiring agreement regarding use of ladders. Ladders are securely held against the wall.</p>				
<p>Cloakroom/Utility Area Cleaning materials Glassware Hot tap</p>	<p>Hall hirers and general public</p> <p>Poisoning, chemical burns and skin irritation, cuts from glassware and scolding from hot tap.</p> <p>.</p>	<p>Cleaning Cupboards are kept locked and key stored at height.</p> <p>All glassware to be stored in cupboards with childproof locks.</p> <p>Children under the age of 16 to be</p>	<p>Signage to be placed on cleaning cupboard doors to inform hall users of contents.</p>	<p>Buckland Newton Village Hall Committee</p>	<p>Spring 2026</p>	

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		supervised by an adult at all times.				

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/