

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>1. Outside Areas</b> 1.1 Holes in car park surface to sub layer	Any user may trip	none	repair	contractors	After the refurbishment 2025	
1.2 Concrete paths broken beside building	Users moving around outside may trip	none	replace	contractors	After the refurbishment 2025	
1.3 Sign to say Keep Entrance Clear does not exist	All users of the hall if cars are parked too close to the hall and block fire exits	none	New sign required	Trustees to provide a new one	Part of getting the hall operational after refurb Feb 2025	
<b>2. Hall</b> 2.1 Putting up decorations and other use of ladders	Hirers and their helpers and Hall trustees may fall	Advice in H&S Ts & Cs for users	none			
2.2 Manual lifting of heavier older tables	Hirers and their helpers that wish to use the stored wooden tables may sustain lifting injuries	Advice in H&S Ts & Cs. Trolley is provided.	none			
2.3 Slips due to wet weather	Users entering the hall may slip	Large non-slip door mat is positioned at the main door into the hall.	none			
<b>3. Tea Kitchen</b> 3.1 Biological hazards from food preparation and waste	All users consuming food may get food poisoning. Also risk of pest and harms caused by them.	Hirers must comply to H&S requirements and all food and waste must be removed and kitchen cleaned after the event.	none			

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3.2 Scalding from the boiling water in the urn	Urn users from splashing or miss use will be scalded.	Advice in H&S Ts & Cs and children less than 14 are not allowed in the kitchen. Other must be supervised	none			
<b>4. OSK Store Room</b> 4.1 Stacking chairs too high risk them toppling over	Hires and their helpers may by injured by stack falling over	Advice in H&S Ts & Cs	none			
4.2 Access through serving hatch doorway is of restricted height.	Helpers and trustees moving furniture from or to hall.	Warning sign on either side	none			
<b>5. Old Changing Rooms</b>	Hirers need to be excluded from this area	Pallet with no entry sign used to block passage behind closed door, Can be moved in the event of a fire if it is necessary to use this route as a fire escape.	none			
<b>6. Electrical</b> 6.1 3 Phase Supply	400V is a lethal voltage.	New electrical system has replaced the old and is correctly installed	none			
6.2 240V Supply	Electric shock or burn from faulty wiring or accident involving appliance	Electric systems has been replace. Appliances are PAT tested.	none			
6.3 Appliances provided by the Village Hall	All hall users could have electric shock or cause ignition to fire.	Hall appliances are PAT checked annually	none			

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6.4 Appliances brought into the Village Hall by hirers	All hall users could have electric shock or cause ignition to fire.	Advice in H&S Ts & Cs says appliances must be visually checked for damaged or loose cables	none			
6.5 Trailing cables	Trip hazard to all users plus potential spark can be an ignition source	Advice in H&S Ts & Cs	none			
<b>7. Chemical</b> 7.1 Cleaning chemicals	Users that miss use them and children. Also any users if there is a leakage	All cleaning chemicals are in a locked cupboard	none			
<b>8. Fire</b> 8.1 Ignition caused by fire source brought into the Hall such as cigarettes, candles and sparklers	All hall users fire hazard	Advice in H&S Ts & Cs No smoking is on entrance door. Hires T&C state no naked flame is allowed in the hall.	None			
8.2 Paint and decorating compounds	Fire Hazard	Stored in a store room that is not accessible to hirers	none			
8.3 Fire caused by item on the cooker or oven	All hall users fire hazard	Advice in H&S Ts & Cs Fire blanket in both kitchens	none			
8.4 Ignition caused by miss use of microwave oven	All hall users	Appropriate fire hydrants provided.	none			
8.5 Fire caused by soiled damp rags	All hall users fire hazard	No soiled or damp rags to be left in the premises	none			
8.6 Hire caused by flammable decorations	All hall users	Advice in H&S Ts & Cs	none			

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<b>9. Ice</b>						
9.1. Ice causing external ramps to be slippery.	All hall users	Parish Council grit is held in a bucket by main entrance	Trustees must use this grit even when the hall is hired by other users	All trustees	ongoing	

**Assessment carried out by:** Zoe Nicklin

**Date assessment was carried out:** 19/02/2025

**Date of next review:**

February 2026 or before if any changes are made to the Hall or any accident happens.