

WOULDHAM VILLAGE HALL RISK ASSESSMENT

The Parish Council decided to do a risk assessment of Wouldham Village Hall to control the risks to people who use the Hall and are involved in its maintenance and upkeep. The Council does not have a legal requirement to record the findings of this risk assessment as fewer than five people work at the Hall. Much of the repair and maintenance work at the Hall is done by self-employed contractors, who have responsibility for their own health and safety, as well as for other issues like the hours they work and their financial and tax arrangements. However, the Council decided that there are sound legal and business reasons to record the findings of the risk assessment, and to take steps to make sure that they are brought to the attention of those working or holding an event in the Hall. The Clerk completed this risk assessment.

Hazards	Who could be harmed and how?	Existing control measures	Current risk rating	Extra controls	Actions required	Person Lead	New risk rating
SLIPS, TRIPS AND FALLS Eg uneven surface of pathway, cleaning floors etc.	Users of the hall may suffer injuries such as fractures or bruising if they slip, eg on spillages or trip over objects.	Good lighting at entrance, all rooms and corridors in hall. Users know (through hire agreement) to clear up spillages immediately and know where to find equipment. Mats at entrances to stop rainwater being carried in. No storage in corridors. No trailing electrical leads/cables.	4	Every Group using the hall must have a minimum of one person responsible for First Aid and be aware of accident/incident book location "Wet Floor" sign to be used Internal cupboards and work surfaces including tables and chairs are not to be climbed upon.	Revamp frontage ramp to provide better disabled access	Clerk Hall Users	3
WORK AT HEIGHT Eg changing light bulbs, cleaning windows, putting up decorations etc.	Anyone working at any height could suffer injuries, possibly very serious ones, should they fall.	Appropriate, commercial stepladder securely stored. Hall users advised not to use ladder but are responsible if they do. Council members and cleaner know how to use the stepladder safely. Ensure there is always a person at the base of the ladder.	5	. Print copies of HSE guidance on safe use of stepladders and make available to those who may use stepladder	Ladder checked annually for damage or fatigue	Clerk	3
Electrical	Users risk electric shocks or burns from faulty equipment or installation.	Fixed installation correctly installed by qualified electrician, and inspected regularly. All repairs by qualified electrician. No plug sockets installed at low level. Portable equipment checked for visual signs of damage before use. Hall users know they are responsible for any personal equipment	5	All electrical equipment to be PAT Tested and a Register maintained	Electrical Cert. every 5 years (due 2027)	Clerk	3
FIRE GAS	Any user	Signs displayed & instructions given, showing fire escape route - Location of fire extinguishers to be given	5	Separate Fire Risk Assessment conducted	Review annually	Clerk	3

		<ul style="list-style-type: none"> - Fire door/s installed - Extinguisher servicing annually - Monthly test of Fire Alarm - Instructions given in the event of a fire and Muster Point established - Boiler servicing and annual Gas Safety check completed annually 		Every hirer must have an appointed Fire Warden who has responsibility for the evacuation of the building			
Biological Danger of infection from micro-organisms e.g. Legionella, Weil's disease.	Any user	<p>No stored water (tank)</p> <p>Taps to be run for 1min on a Monday</p> <p>Enclosed rat traps placed securely outside the kitchen window and toilet block</p> <p>Fridge to be cleared of any outdated food</p>	4	Long-life milk to have date opened written on it and disposed 3 days after date.	Check cellar regularly for any evidence of rats	Parish Council	2
Thermal Burning hot surfaces, liquid	Any user, particularly children	<p>No children allowed in the kitchen</p> <p>Signs indicating 'hot water' over taps</p>	3	'Do not touch' signs to be put above radiators		Clerk	3
Physical Noise, ASB of users.	Neighbours	<p>Hirings are not generally allowed after 11pm</p> <p>No drunken behaviour on site (as per hiring agreement)</p>	3	Deposits held for any disruption caused		Booking Team/ Clerk	3
Asbestos	Users / Contractors	Asbestos survey carried out and kept on file. To be given to any contractor working on the premises	5	Monthly visual inspections to identify any flaking or damaged areas		Clerk	2
Lifting/handling Tables/ chairs		<p>Tables & chairs stored in main hall for ease of access.</p> <p>Pool table also in main hall. Youth Club understand 2 people are required to manoeuvre</p>	4		Ensure new tables are light-weight	Clerk	3
Hazardous Substances		<p>Mops, brushes and rubber gloves provided. Cleaning products marked 'irritant' replaced with milder alternatives.</p> <p>Self-employed Cleaner trained to use products safely, eg follow instructions on the label, dilute properly and never transfer to an unmarked container.</p> <p>Cleaning products stored securely in locked cupboard</p>	3	Instructions given that children are not allowed in the kitchen area COSHH Data sheets to be kept		Cleaner / Clerk	2
Date for review of assessment	March 2027						
Approved:	Meeting 3.3.26 min 12.3						