

RISK ASSESSMENT FOR HOUGHTON VILLAGE HALL

Reviewed October 2026

This risk assessment is reviewed annually and a written log of inspection kept and reported to the committee.

PHYSICAL HAZARDS

Risk area	Consequences	Risk Level	Controls in place	Hirers responsibilities / compliance
Fire	Potential injury from fire and/or smoke inhalation	Low	No smoking allowed anywhere on premises. No Smoking signs at entrance. No Smoking requirement included in hiring agreement. Emergency exits clearly signed (letters and pictures) and kept free of obstruction. Corridors are not used for storage purposes. Emergency doors are quick release and open outwards. Exits have emergency lighting in case of failure of normal lighting. Emergency routes lead to places of safety. Smoke detectors, and firefighting equipment are provided, serviced annually and certificate issued. Evacuation Plan prominently displayed in various places around the hall. Hirers are required to keep within the maximum occupancy numbers. No highly inflammable substances are allowed on the premises. Gas BBQ are allowed outside with prior approval. No charcoal BBQ's or fires are allowed.	Hirers to be aware of the fire exits, evacuation procedures and firefighting equipment prior to their event. Regular hirer contract states: <i>'ensuring highly flammable substances, portable gas appliances and naked lights, particularly candles, are not used at any time unless prior permission has been granted by HVH'</i>
Slips, trips and falls	Potential injury to persons	Low	Regular checks to ensure corridors and entrances are clear of obstructions. Entrance steps, back hallway, handrails and stage front edges are painted in a contrasting colour. Stage stairway is carpeted and has nosings fitted. Step ladders are provided and should be used, when necessary. Disabled ramps are provided. Appropriate flooring placed in door areas	Hirers are required to leave the hall in clean and tidy, with equipment stored away.
Manual Handling	Potential injury to persons due to incorrect lifting	Low	Heavy items are not stored above shoulder height. Step ladders are used when necessary.	Hirers must use chair trolleys.

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			Heavy items are not carried alone. Chair trolleys provided to move stacks of chairs Lightweight tables and chairs are provided.	
Explosion	Potential injury to persons on premises, directly or due to collapse of structure	Low	Emergency signage, routes and precautions as detailed under Fire section. No gas bottles, fireworks, or other explosive substances are stored on site. Fireworks and other explosive substances are not permitted on the premises. Mower petrol stored in an outside store.	Hirers to be aware of the fire exits, evacuation procedures and firefighting equipment prior to their event.
Vehicles	Risk of personal injury from collision	Med	Entrances away from the car park are available. Users to park their cars on the public highway, unless accessible parking is required.	Hall users to be aware of vehicles on the road. If the parking area is used for unloading, or for accessible parking, the hirer must take precaution against possible injury to pedestrians.
Building	Potential injury due to complete or partial building collapse	Low	Building kept in good state of repair. Annual visual inspection undertaken. When defects identified, repairs are completed in a timely manner.	
Lighting	Increased likelihood of accidents if lighting inadequate	Low	Natural light in all rooms. Provision of artificial light in all rooms, cupboards and outside areas. Provision of emergency lights in toilets, hallways, and rooms in case of electricity failure. Lights that do not work are replaced promptly. Annual emergency light inspection and report.	Hirers made aware of position of light switches, and how to report broken bulbs etc.
Electricity	Potential injuries and fire hazard associated with damaged electrical installations	Low	Fitted with modern circuit breaker distribution boards. Annual Electric appliance inspections (PAT) completed by qualified contractor and certificates issued. 5-year electric circuit inspection and report completed by qualified contractor.	If Hirers bring electrical items onto site, hirers must ensure that any electrical appliances brought onto The Premises shall be safe and in good working order and used in a safe manner.
Lack of ventilation	Potential risk from fumes	Low	Windows open and close easily. Extractor fan in accessible toilet as there is no window.	

Room temperature	Individual health – too hot or cold. Risk to facilities in freezing conditions	Low	Thermostatic and clock central heating control. Windows open and close easily. Heating boiler maintained with an annual service contract. Frost thermostat cuts in when temperature falls below freezing.	Hirers shown how to adjust thermostats in main hall and meeting room.
Floors – inside	Potential injury due to slips, holes or loose mats	Low	Floor design and coverings are suitable for their purpose without any holes or slopes. Floor coverings are provided to prevent slippery and uneven surfaces. Floor mats at entrance doors have non-slip backings and absorb water and dirt. Cleaning equipment is provided to ensure any spills are able to be cleaned up by hirer. Main hall is a suspended wooden (ash) floor with non-slip sealant. Kitchen and toilet floors are ceramic tile or vinyl. Other rooms and areas are level concrete with washable vinyl tile covering.	Hirers to take extra care in icy and wet conditions to ensure flooring is safe and free from liquid.
Doors and windows	Potential risk of injury from swinging doors, potential glass injuries	Low	Windows can be safely opened and closed. No window is below waist height, and all have small glass panes. Doors can be hooked back, or left open, when moving equipment back and forth. Doors have visibility panels. Safety film or safety glass used in for doors with heavy usage.	Hirers to ensure their users use doors and windows carefully and hook doors back when moving equipment.
Tables and Chairs	Potential risk of injury when moving items and erecting tables and taking them down. Potential injury due to stacked chairs and tables falling over. Potential fire risk of foam-filled furniture	Low Low Low	Lightweight tables and chairs have been purchased to minimise manual handling risks. Small tables in the Main Hall store are on a storage trolley. Large tables are upright against a solid wall in same store Unused tables in meeting room are folded and stacked against the wall. Padded chairs stored no more than 6 high in main hall and nearby storage area. 24 plastic chairs are stored in the main hall, stored no more than 8 high. All chairs meet relevant fire safety standards. (relevance as no stacking info given) Clear instructions on the wall regarding stacking and movement of chairs.	Hirers to follow instructions stated on the wall regarding stacking chairs and to use the chair trolley.

Stage	Potential injury to persons accessing and using stage especially from trips and falls	Low	Portable stage steps with high enclosed handrails on both sides, are provided for access from the main hall. The front of the stage is painted a contrasting colour. Stage edging lip for visually impaired stage users. No storage of combustible items under stage. No naked flames allowed in the hall.	Hirers to access the stage via the steps either at the front or to the side of the stage. Hirers to ensure no naked flames used on the stage.
Storage areas	Potential fire risks Potential injury to persons due to insecure storage racks and items not stored properly	Low Low	No combustible items stored under the stage. All items are stored neatly. Shelving is securely fixed. Heavy items not to be stored on high shelves.	Regular hirers have designated, individual storage areas and are responsible for items stored in these. Single user hirers may not store items. Clear instructions given regarding storage space for chairs and tables.
Step Ladders	Risks associated with working at heights, e.g. falls	Low	Lightweight aluminium ladders are provided and are kept in good condition, with particular attention to the treads. . When used to maintain hall, users work in pairs and are expected to follow correct usage guidelines.	Ladders not available for hirers.
Outside surfaces	Potential injury to persons due to slippery or uneven surfaces Loss of participation due to difficulty in gaining access to hall	Low Low	Ground covering is suitable for the purpose without dangerous holes or slopes and with suitable drainage. Outside lighting provided for visibility. Sloped area provided for wheelchair / accessible access. Handrails provided on slopes and steps to aid access. Entrance step edges painted in contrasting colour to aid visibility. Entrances kept clear and tidy. Planting kept regularly trimmed.	Hirers to ensure they are aware of all entrances for users prior to their event.
Outside field area	Potential risk to persons from vehicles Uneven grass area creates trip hazard	Low Low	Vehicles may park/unload in the area at the side of the village hall but cannot go beyond the end of the bowling green. Boundaries with hedges/fences are kept low to provide fields of vision from public roads and footpaths Grass cut regularly	

PERSONAL SAFETY & SECURITY

Risk area	Consequences	Risk Level	Controls in place	Hirers responsibilities / compliance
Lone Working	Delayed medical aid during accidents, increased vulnerability to verbal abuse or physical violence, and heightened risks of stress, anxiety, and mental fatigue from social isolation	Low	Notify someone intention to carry out work at the hall prior to lone working. Keep Village Hall doors closed whilst working to prevent unauthorised entry. Arrange to meet visitors by prior appointment and keep contact details. Assess situation to ensure adequate supervision is there for anyone working, including working at heights.	
Theft of items	Physical injury if disturbed Loss of hall income Loss of items stored in the hall belonging to hirers	Low	Doors of substantial construction and only open from the inside. 5 lever mortice locks fitted to all outside doors. Outside stores protected by mortice locks or key/comboination padlocks. Key codes changed regularly and only shared with required users. Well-lit front of building from streetlights plus sensor light for front steps and sides of building. No alcohol drugs or money stored on the premises. Appropriate insurance is in place for contents and building.	Hirers required to close windows and ensure doors locked when leaving premises. Hirers are informed that the hall is not responsible for loss of damage to items brought onto the premises.

CHEMICAL AND BIOLOGICAL HAZARDS

Risk area	Consequences	Risk Level	Controls in place	Hirers responsibilities / compliance
Gas appliances	Injury and fire hazard due to gas fumes or explosion	Low	Annual boiler service contract and report issued. Annual Landlords Gas Safety Inspection and certification. Evacuation signage and procedures. Cooker is electric induction.	Hirers may not bring portable gas heaters onto the premises
Food poisoning and contamination	Ill health	Low	Village Hall is registered as a Food Premises and has passed inspection by an Environmental Health Officer. Fridge temperatures are checked before use. Food Handling Poster displayed in kitchen. No Smoking sign in kitchen. Separate hand-washing facilities provided in kitchen. Food preparation areas are washable, smooth and made of non-toxic materials. Food preparation surfaces are in good repair and sound condition. There are plastic cutting boards. Provision for cleaning foodstuffs and equipment separately (double sink). Mains cold water and hot water via boiler or immersion heater. Provision of industrial dishwasher – instructions provided for hirers. Provision of sufficient hand and tea towels which are regularly washed, washing up liquid and disposable washing up cloths. Provision of cleaning equipment and suitable chemicals. Facilities for disposal of waste (lidded bins, with liners, in kitchen. Lidded wheelie bin emptied by local council) Crockery and cutlery kept clean and in good condition (chipped items immediately disposed of). No perishable food items are stored on the premises. Tea, coffee, sugar and dry products, such as biscuits, are stored in sealed containers. First aid box provided including a supply of “blue” adhesive dressings for kitchen usage.	Hirer’s contract highlights users’ responsibilities. Hirers/Caterers are responsible for ensuring they meet Food Safety requirements and must provide any additional equipment needed.

Personal Hygiene	Ill health	Low	Adequate toilet facilities, including accessible toilet and baby change station, with hot and cold-water, soap and hand dryer. Separate hand-washing facility (hot/cold water, soap and towel) in kitchen. Facilities are regularly cleaned and re-supplied with toilet rolls.	Hirers are required to check toilets and end of hire and clean as required.
Pests (Ants, Mice, Wasps)	Health risk and food contamination	Low	All food stored in sealed containers. Ant powder/spray available for use around base units and kitchen door area. Not for use on food surfaces. Presence of rodents or other pests reported to the Maintenance Officer. If required, the Maintenance Officer will arrange suitable pest control	Hirers to report any concerns to Booking Secretaries.
Exposure to chemicals and medicines	Ingestion Chemical contamination to persons and clothing	Low Low	No medicines are provided and the first aid boxes do not contain any. Only "household" grade chemicals are provided, in original containers. Cleaning chemicals are stored in a locked storage cupboard. Protective gloves are provided.	Hirers are shown location of household grade cleaning materials for their use.
Scalding	Injury to persons	Low	plumbed-in water heater provided with instructions. Kettles provided are well maintained Full instructions are supplied for the correct use of equipment where there is a danger of scalding e.g. dishwasher.	Notices in the kitchen show Hirers how to use the water heater.
Electrical Appliances	Injury from electric shocks and incorrect usage.	Low	Portable Appliance inspections (PAT) completed by a qualified contractor and certificates issued. Any appliance with a defect is removed from use until repaired or replaced.	Hirers terms state they are responsible for any electrical items brought onto premises.
Electrical Appliances (Refrigerator)	Food safety risk	Med	Regular checking and logging of refrigerator temperature. Regular checking for, and removal of, any perished food. No perishable items stored on premises.	