

# Hazard Identification and Risk Assessment

<b>Venue:</b> <i>Felpham Memorial Village Hall</i>	<b>Assessed By:</b> Estate Manager	<b>Date:</b> 27/04/2026
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<b>Review date</b>	
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**This generic risk assessment has been produced to assist all users, staff and volunteers using *Felpham Memorial Village Hall*. All persons are encouraged to read and understand this document which supports the requirements of the HSWA 1974. Both employers and employees have a duty of care. All users, staff and volunteers must act safely when attending the village hall.**

**This risk assessment does not attempt to cover every activity undertaken by users of the hall. Where appropriate hirers will provide specific activity-based risk assessments for the activities they are undertaking. The village hall committee reserve the right to ask for a copy of a hirers risk assessment were appropriate.**

	<b>Probability (P)</b> 5 = Frequent 4 = Probable 3 = Occasional 2 = Remote 1 = Improbable	<b>Severity (S)</b> 5 = Fatal 4 = Critical 3 = Serious 2 = Marginal 1 = Negligible	<b>Risk Level (R)</b> Risk level = P x S			<b>Consequence</b> 13 – 25 = Unacceptable, significant risk. Must be eliminated or moved to a lower level. 8 – 12 = Undesirable. Must be avoided if reasonably practicable. 3 – 7 = Acceptable. Can be accepted provided that the risk is managed. 1 – 2 = Negligible. Ensure risk level is maintained.			
<b>Item</b>	<b>Activity / Area of hall</b>	<b>Hazard</b>	<b>Risk Assessment (Without Controls)</b>			<b>Controls</b>	<b>Risk Assessment (With Controls)</b>		
			<b>P</b>	<b>S</b>	<b>R</b>		<b>P</b>	<b>S</b>	<b>R</b>
1	<b>Slips, trips and falls</b>  e.g. wet floors, ice in car park, etc	Users of the hall could slip or trip within the hall or car park and may suffer injuries such as fractures and bruising.  Particular hazard areas: a) Edge of stage and steps to stage. b) Main floor areas in hall, hallway, servery, Jubilee room, bathrooms. c) Car park. d) Car park entrance & exit slopes to road.	3	3	9	Hazards will be mitigated by: <ul style="list-style-type: none"> <li>• Edge of stage contrasting colour to hall floor and requesting that children do not use the stage unsupervised</li> <li>• Asking users to mop up any spills immediately – mop and bucket available cleaning cupboard.</li> <li>• Cleaner coming into the hall whilst closed which limits users being exposed to wet floors.</li> <li>• Ensure all defective lighting is replaced promptly.</li> <li>• Good lighting to enable users to see clearly.</li> <li>• Grit is available for use in car park, users advised to contact Estate Manager under icy conditions; where prolonged periods of ice are forecast, proactive gritting by Village Hall Estate Manager.</li> </ul>	2	3	6

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						<ul style="list-style-type: none"> <li>• Good lighting in car park and disabled parking near to front door.</li> <li>• Entrance mats to prevent water ingress.</li> <li>• No storage in corridors and escape routes. <b>All exits must be available when the hall is in use.</b></li> <li>• Damaged chairs and furniture to be reported to Hire Secretary or Estate Manager.</li> <li>• First aid box available in survey &amp; jubilee room.</li> <li>• Complete accident book and report all significant accidents to the Chair via <a href="mailto:felphamvillagehall@gmail.com">felphamvillagehall@gmail.com</a></li> </ul>			
2	Working at height e.g. changing light bulbs, repairing fixtures and fittings, cleaning windows, etc	Anyone working at height could suffer serious injury if they fell.	3	4	12	<ul style="list-style-type: none"> <li>• <b>Where possible the use of ladders should be avoided, and alternative access methods (such as scaffolding) should be implemented.</b></li> <li>• Any contractors working at the hall are responsible for making their own safety arrangements if working at height.</li> <li>• Caretaker and other hall staff and volunteers should assess the floor and surrounding area for hazards and ensure a ladder can be safely used.</li> <li>• When working at height, hall employees and volunteers should work with at least one other person to help secure any ladders and equipment.</li> <li>• Ladders should be checked monthly to ensure that they are in full working order and the main hall ceiling should only be accessed via an appropriate high access platform.</li> <li>• Hall employees or volunteers should not climb onto unstable structures to access areas out of reach.</li> <li>• All hall employees or volunteers working at height</li> </ul>	2	3	6

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						should refer to this guidance from the HSE before commencing any work <a href="http://www.hse.gov.uk">Working at height: A brief guide (hse.gov.uk)</a>			
3	Vehicle movements	Pedestrians struck by cars in car park.	2	3	6	<ul style="list-style-type: none"> <li>Entrance to the car park clearly signposted.</li> <li>Car park lighting on when users are in the hall, arriving and leaving.</li> <li>Maximum 5 mph speed limit in force.</li> <li>Tight turn into car park prevents high speed build up.</li> </ul>	1	2	2
4	Hazardous substances e.g. cleaning materials	The cleaner and users risk skin problems from prolonged use of cleaning chemicals Vapour may cause breathing problems from strong chemicals Eye damage from direct contact with cleaning materials Dermatitis or eye irritation from use of hand sanitizer	3	2	6	<p>Cleaning materials stored in three places:</p> <ol style="list-style-type: none"> <li>Secure cleaning cupboard for chemicals used by the cleaner only.</li> <li>Cleaning cupboard for general use items e.g. mop and bucket,</li> <li>Under sink in servery &amp; jubilee room for surface cleaning.</li> </ol> <ul style="list-style-type: none"> <li>All strong cleaning chemicals are locked away in a secure cupboard only accessed by the cleaner.</li> <li>Rubber gloves available for cleaner to use.</li> <li>Where possible, we do not use cleaning products marked 'irritant'.</li> <li>Cleaner to ensure that instructions are read carefully and products are diluted as per instructions.</li> <li>Never transfer products to unmarked containers.</li> <li>Use of hand sanitizer by children should be supervised by appropriate adult.</li> </ul>	2	1	2

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						<ul style="list-style-type: none"> <li>Cleaner to report any skin irritations immediately to hall management so that treatment and alternatives can be sought.</li> <li>COSHH register must be kept updated with any new cleaning materials and made available to staff as appropriate.</li> </ul>			
5	Electricity	Users risk electric shock or burns from faulty equipment or an electrical fire is caused by faulty equipment / wiring	2	5	10	<ul style="list-style-type: none"> <li>The fixed wiring installation will be checked by a qualified person every 5 years and certified accordingly.</li> <li>All repairs undertaken by a qualified electrician.</li> <li>Portable equipment checked for visual signs of damage before use.</li> <li>All portable electrical equipment PAT tested annually.</li> <li>Hirers and contractors (DJs, bands, caterers, etc) are responsible for any equipment they bring into the hall and must be able to show appropriate PAT testing and safety checks have been undertaken.</li> <li>Unsafe items decommissioned immediately and removed and notified to the Hire secretary.</li> <li>Fuse boxes are located in the electric cupboard (back corridor), Jubilee room lobby and main stage.</li> </ul>	1	3	3
6	Stored / stacked equipment	Injury caused by stacked chairs and / or tables falling	3	2	6	<ul style="list-style-type: none"> <li>Users must stack chairs in no more the 6 high and tables on trolleys provided as per instructions.</li> <li>Correct manual handling techniques for lifting to be used. Users should not lift more than 2 chairs at one time.</li> </ul>	1	2	2
7	Manual handling	Hirers and village hall staff / volunteers may suffer back	2	3	6	<ul style="list-style-type: none"> <li>Correct manual handling techniques for lifting to be used. If you need to lift something manually, follow HSE advice. If in doubt, ask for help:</li> </ul>	1	2	2

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		pain when lifting heavy or awkward objects.				<ul style="list-style-type: none"> <li>a) Reduce the amount of twisting, stooping and reaching</li> <li>b) Avoid lifting from floor level or above shoulder height, especially heavy loads</li> <li>c) Adjust storage areas to minimise the need to carry out such movements</li> <li>d) Consider how you can minimise carrying distances</li> <li>e) Assess the weight to be carried and whether the worker can move the load safely or needs any help – maybe the load can be broken down to smaller, lighter components</li> </ul> <p>Full guidance can be viewed on the HSE website <a href="http://www.hse.gov.uk/ManualHandling">Manual Handling: Health and Safety (hse.gov.uk)</a></p>			
8	Fire	Employees and hirers may suffer fire-related injuries – smoke inhalation, burns, etc	2	5	10	<ul style="list-style-type: none"> <li>• Fire Risk Assessment and maintenance logbook stored by front door.</li> <li>• Fire Emergency Action plan displayed appropriately. No permanent phone is provided. Users should dial 999 on their mobile phone in the event of an emergency.</li> <li>• Maintenance contract in place for extinguishers.</li> <li>• Extinguishers available for use by suitably trained persons only. Do not place yourself at unnecessary risk.</li> <li>• Keep escape routes clear.</li> <li>• Evacuation point located on car park fence near exit ramp. Responsible person to complete a rollcall of event attendees.</li> <li>• Fire exits clearly marked.</li> </ul>	2	3	6
9	Naked flames	Hirers light candles for their event	3	4	12	<ul style="list-style-type: none"> <li>• The Village Hall Committee recommend that all types of naked flames (including candles and tea lights) are not used, and LED replica lights offer a safer alternative.</li> <li>• Should naked flames be used, users are fully responsible for their safe use and extinguish. Users should note:</li> </ul>	2	3	6

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						<ul style="list-style-type: none"> <li>a) Candles and tea lights should only be used as table decorations in secure, suitable holders and be positioned centrally so as not to cause a hazard. Care should be taken around children and other flammable decorations which make also be present.</li> <li>b) All naked flames should be extinguished at the end of the event.</li> <li>c) If a burn occurs – place affected area under a cold running tap for 10mins. The first aid box contains burns gel for small burns.</li> </ul> <ul style="list-style-type: none"> <li>• The Hire Secretary will remind all hirers of this policy at the time of booking.</li> <li>• The village hall staff and volunteers reserve the right to extinguish any naked flames they feel are unsafe and to remove or refuse any decorations which cause a fire hazard.</li> </ul>			
10	Alcohol / drugs incapacitation	Hirers drink too much alcohol at an event and become abusive and / or ill	3	3	9	<ul style="list-style-type: none"> <li>• Hall operates on a tens system. So the responsible person has duty of care to manage their event.</li> <li>• Anyone looking under 21 will be ask for identification.</li> <li>• The event hirer has the responsibility to evict anyone viewed as being abusive or incapacitated and where possible, arrange for a responsible person to accompany them home.</li> <li>• Drugs and drug taking in or around the village hall is strictly forbidden, anyone found to be in possession of drugs will be asked to leave immediately and the police will be informed.</li> </ul>	3	2	6
11	Break ins / burglaries / staff safety	The hall is broken into and items stolen or vandalised	2	3	6	<ul style="list-style-type: none"> <li>• No money is held on site.</li> <li>• All doors are checked and secured and locked prior to the last person leaving</li> <li>• Any persons responding to a fire or burglar alarm should</li> </ul>	2	2	4

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						not place themselves at unnecessary risk.			
12	Staff safety	Cleaner is vulnerable when working alone in the hall Hire Secretary is vulnerable when meeting people alone at the hall	3	4	12	<ul style="list-style-type: none"> <li>All doors to be kept locked when the cleaners are in the building alone to prevent people wandering in.</li> <li>Care should be taken when disposing of rubbish and staff should not go to dark areas of the car park / bins alone</li> <li>The Hire Secretary should only meet potential hirers at the hall during key hours of operation and never late at night. They should log full details of who they are meeting at the hall and, if in doubt, request that a hall committee member accompanies them.</li> <li>Car park lights to be left on until after all staff have left and the building is empty and locked.</li> </ul>	2	1	2