

Risk assessment – Social gathering

Ilmington Village Hall, Foxcote Hill, Ilmington, CV36 4LD

Assessment carried out by: Joan Redhead

Date assessment was carried out: 4 October 2024 to be changed

Date of next review: 3 October 2025 to be changed

This risk assessment does not include the use of the stage. If your event requires the use of the stage, you must consider the specific hazards and add them to the end of this risk assessment. For example, who will access the stage, the use of any equipment or props.

Hazard No	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
1	Fire safety and evacuation	Leader (the person leading the event), helpers (people serving drinks, food, moving furniture) and guests (people attending the event). Injuries caused by fire or as a result of evacuation process.	Emergency lighting and fire alarms are tested 6 monthly by a member of the Village Hall Management Committee (VHMC) and a log is kept in the fireproof container under the server counter. The leader to address all helpers and guests to ensure they know where emergency exits are located and avoid blocking these at events.	Helpers and guests to advise leader if any fire hazards are noticed.	Helpers and guests.	At each event.	Ongoing.

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			<p>Fire doors are in place and other fire prevention measures. Evacuation points and refuge areas are known.</p> <p>Leader to advise helpers and guests if a fire evacuation drill or alarm test is expected, if not, then any alarm to be considered as real and evacuation of the hall is to take place.</p>				
2	Hazards – slips, trips and falls	<p>Leader helpers and guests.</p> <p>They may trip, slip or fall at the event.</p>	<p>Leader and helpers to ensure that there are no trailing cables or obstructions in walkways.</p> <p>Any food or drink spillages to be advised to the leader or helpers so that they can be cleared up as quickly as possible.</p> <p>If wear and tear is noticed with the flooring, trailing cables or obstruction in walkways is seen this should be reported to the VHMC.</p> <p>There is no specific disabled access to the building as the entrance to the village hall is on the ground level with no steps.</p>	<p>Leader to do a visual inspection of venue at the start of each event and report any concerns to the VHMC.</p>	<p>Leader and helpers.</p>	<p>At the beginning of each event.</p>	Ongoing.
3	Hazards – electrical	<p>Leader, helpers and guests could get an electrical shock.</p>	<p>Electrical equipment is PAT tested every 5 years by an accredited electrical contractor and a record of this is kept by the treasurer and copied in the TEDs.</p>	<p>Leader and helpers to advise VHMC if there are any appliances with showing signs of wear and tear.</p> <p>No electrical equipment is used by guests.</p>	<p>Leader and helpers.</p>	<p>At each event.</p>	Ongoing.

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			<p>Leader to ensure that helpers know how to use kitchen equipment, eg, kettle, ovens, hobs, dishwasher.</p> <p>During winter, heating will be turned on by the leader, by using the card meter and switches at the main electrical control centre in the Backstage Room.</p>				
4	Hazards – chemicals	N/A	N/A	N/A	N/A	N/A	N/A
5	Hazards – equipment (use and maintenance)	Leader helpers and guests.	<p>Leader and guests to advise VHMC if any equipment shows signs of wear and tear.</p>	<p>See Risk 3.</p> <p>No hazardous equipment is used by guests.</p>	Leader, helpers and guests.	At each event.	Ongoing
6	Moving furniture	Leader and helpers.	<p>Furniture such as tables and chairs are stored in the storage areas located at the rear of the village hall.</p> <p>Leader to ensure that there are sufficient helpers to ensure furniture is moved safely, eg, 2 people to move a table.</p> <p>After each event, leader to ensure that tables and chairs are returned to the storage areas and stored as they were found, ie, no more than 8 chairs in each stack, table legs to be folded-in.</p>	<p>Any broken or damaged furniture to be notified to the VHMC.</p>	Leader and helpers.	At each event.	Ongoing.
7	Food hygiene, storage and preparation	Leader, helpers and guests could have a reaction to the food or drink consumed.	Leader and helpers wash their hands and use sanitiser before handling refreshments.	If allergies are notified a record will be kept of whom	Leader, helpers and guests.	At each event.	Ongoing.

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		Leaders, helpers and guests risk injury from misuse of equipment e.g. hot surfaces and water, sharp kitchen implements	Refreshments are stored safely and appropriately in between events. Remind users to be aware of potential hazards and to be careful when handling equipment. Store sharp implements separately.	it relates to and what the allergy is. Complete accident/incident book if injury occurs and report concerns to VHMC.			
8	Basic hygiene – toilets, washing facilities	Leader, helpers and guests.	The toilets and washing facilities are cleaned and inspected weekly by the cleaner and any issues reported to the treasurer. The cleaner has a cleaning check list. Leader to advise guests of location of the toilets.	Leader, helpers and guests to report any concerns to VHMC.	Leader, helpers and guests.	At each event.	Ongoing.
9	Ventilation	Leader, helpers and guests.	There is no mechanical ventilation. Fresh air enters through doors and windows.	Windows and doors can be opened to provide natural ventilation if required.	Leader and helpers.	At each event.	Ad hoc.
10	Security – entrances, possessions	Leader, helpers and guests. Non authorised people could gain access to building, theft could occur.	Any issues with doors and windows are generally reported by users or by the cleaner. There is no log of inspection. The key for the village hall is kept in the key safe. Some leaders and helpers know the key safe combination. The leader ensures that the front door is locked when the session has finished.	N/A	Leader, helpers and guests.	At each event.	Ongoing.

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			Leader, helpers and guests to keep their personal belongings with them.				
11	First Aid – Kit, Accident Book Defibrillator	Leader, helpers and guests.	The first aid kit is kept under the counter in the servery. An accident/incident book is kept in the kitchen. There is a defibrillator on the outside wall facing Front Street.	N/A	N/A	N/A	Ongoing.
12	Parking	There are two car parking spaces in front of the village hall.	One of these spaces is designated for people who may have difficulty getting to the entrance of the village hall.	N/A	N/A	N/A	N/A
13	Outside spaces	Outside space is not used for this activity.	N/A	N/A	N/A	N/A	N/A
14	Serving alcohol	Guests may consume a lot of alcohol.	Due to the nature of this event, it is possible that guests may consume alcohol.	Ensure that water is offered.	Leader and helpers.	At the event.	At the event.
15	Lights off	Leader, helpers and guests.	Certain events may require the main lighting to be switched off, for example, cinema night, evening parties. The leader ensures that all fire exits are kept clear and that any drinks or food spillages are cleared up as quickly as possible. The leader ensures that the entrance hall lights and lounge lights are left on to ensure helpers and guests are able to access all areas of the building safely.	Leader to be extra vigilant.	Leaders and helpers.	At the event.	Ongoing

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

Published by the Health and Safety Executive 10/19

Signed

Issued: March 2025

Review date: March 2026