

Risk assessment – {Event title}

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

Assessment carried out by: {Name of person completing the risk assessment}

Date assessment was carried out: {Date}

Date of next review: {Date plus 12 months – 1 day}

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
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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. Fire doors are in place and other fire prevention measures. Evacuation points and refuge areas are known. 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.	Helpers and guests to advise leader if any fire hazards are noticed.	Helpers and guests.	At each event.	Ongoing.
2	Hazards – slips, trips and falls	Leader helpers and guests. They may trip, slip or fall at the event.	Leader and helpers to ensure that there are no trailing cables or obstructions in walkways. Any food or drink spillages to be advised to the leader or helpers so that they can be cleared up as quickly as possible. If wear and tear is noticed with the flooring, trailing cables or obstruction in walkways is seen this should be reported to the VHMC. There is no specific disabled access to the building as the entrance to the village hall is on the ground level with no steps.	Leader to do a visual inspection of venue at the start of each event and report any concerns to the VHMC.	Leader and helpers.	At the beginning of each event.	Ongoing.

3	Hazards – electrical	Leader, helpers and guests could get an electrical shock.	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. Leader to ensure that helpers know how to use kitchen equipment, eg, kettle, ovens, hobs, dishwasher. During winter, heating will be turned on by the leader, by using the coin meter and switches at the main electrical control centre in the Committee Room.	Leader and helpers to advise VHMC if there are any appliances with showing signs of wear and tear. No electrical equipment is used by guests.	Leader and helpers.	At each event.	Ongoing.
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.	Leader and guests to advise VHMC if any equipment shows signs of wear and tear.	See Risk 3. No hazardous equipment is used by guests.	Leader, helpers and guests.	At each event.	Ongoing
6	Moving furniture	Leader and helpers.	Furniture such as tables and chairs are stored in the storage areas located at the rear of the village hall. Leader to ensure that there are sufficient helpers to ensure furniture is moved safely, eg, 2 people to move a table. 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 7 chairs in each stack, table legs to be folded-in.	Any broken or damaged furniture to be notified to the VHMC.	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. Refreshments are stored safely and appropriately in between events.	If allergies are notified a record will be kept of whom it relates to and what the allergy is.	Leader, helpers and guests.	At each event.	Ongoing.
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. Leader, helpers and guests to keep their personal belongings with them.	N/A	Leader, helpers and guests.	At each event.	Ongoing.

11	First Aid – Kit, Accident Book Defibrillator	Leader, helpers and guests.	The first aid kit is kept under the counter in the server. 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
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More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

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Signed

Example hazards for indoor kurling and tai chi

Example	Setting up indoor kurling	Kurling attendees, tripping on kurling equipment.	The indoor kurling equipment is stored in the Committee Room. Kurling attendees will collect the equipment and set it up in the main hall. The target mats should be securely taped across each corner to the floor near to the stage. Two tables should be taken from the table store, erected and placed in front of the table store and chair store. Four chairs should be taken from the chair store and two placed in front of the chair store and two in front of the table store. A table should be taken from the table store, erected and placed between the kurling lanes. Kurling stones to be removed from the storage bags and placed on this table until ready to play.	N/A	Kurling attendees	At each indoor kurling session	Ongoing
Example	Playing indoor kurling	Kurling attendees, tripping on kurling equipment.	After each 'end', kurling stones to be picked up by hand and placed on the table between the kurling lanes. Stones MUST NOT be kicked along the floor.	N/A	Kurling attendees	At each indoor kurling session	Ongoing
Example	Putting indoor kurling equipment away	Kurling attendees, tripping on kurling equipment.	At the end of each indoor kurling session, kurling attendees place kurling stones in storage bags and zip bags. Remove tape from targets and floor and place the targets in storage tubes along with sticks. All equipment to be returned to the Committee Room.	N/A	Kurling attendees	At each indoor kurling session	Ongoing

Example	Special consideration for kurling attendees with specific needs (this will vary according to their needs)	Kurling attendees with specific needs who might need assistance to play and rest between 'goes'.	One kurling attendee is identified to assist the person with specific needs throughout the kurling session. Kurling attendee is guided to chair to rest between 'goes'. When it is their 'go', identified kurling attendee will assist by advising it's their 'go', guide to kurling start line, placing stick plate onto the kurling stone, remind kurling attendee to hold stick with both hands and push. After their 'go', guide kurling attendee to chair to rest.	N/A	Kurling attendees	At each indoor kurling session	Ongoing
	Knowledge of any health issues of participants	Participants with particular health issues.	Instructors asks participants at their first session to advise of any relevant health issues and keep instructor updated if any changes.	Instructor to check with participants concerning any notified health issues.	Instructor	At each indoor session.	Ongoing
	Appropriate level of exercise	All participants.	Instructor to match level of exercise to level of participants' abilities.	Armless chairs are available from the storage area at the rear of the hall. Chairs with arms are available in the lounge.	Instructor	At each indoor session.	Ongoing
	Dehydration	All participants.	Instructor to advise participants to bring their own water bottle.	Water is available from the kitchen.	Instructor	At each indoor session.	Ongoing

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