

Risk Assessment Form

Needingworth Village Hall Management Committee (the Trust) has drawn up this risk assessment in order to ensure active management of risks relating to health and safety with the intent of ensuring a safe environment for all that use the village hall. This will be reviewed annually to ensure active risk management.

Signed: (On behalf of the Trust) Debbie Williams

Position: Chair

Date adopted and signed: confirmed in monthly committee meeting on the 21st August 2024

This document will be reviewed annually or when changes occur which may impact the policy.

The next review is due on the 31st August 2026

Risk Assessment Form						
Assessment Date: 31 st July 2024					Review Date: 31 st July 2024	
Hazard and Risk	People at risk	Optional Controls	Our Controls	Our Future Controls	Risk Level	Target date & by whom
Contaminated Surfaces	Employees/ Public/ Volunteers/ Performers		<ul style="list-style-type: none"> - Hand sanitiser available at entry and signage to encourage using it - Surfaces cleaned in between use by the cleaner - Card payments encouraged over cash payments. - Cleaning of the toilets carried out daily Cleaning of all facilities following events 		Low	
Covid: Person to person contact	Employees/ Public/ Volunteers/ Performers	There are no current government restrictions	Hand washing and sanitising facilities available		Low	
Underage Drinking	Employees/ Public/ Volunteers/ Performers/ Public at Large		Serving staff to request id and proof of age to all people appearing to be under the age of 18 who seek to buy alcohol. We do not permit people to bring alcohol obtained elsewhere onto the		low	

			site. Where underage drinkers are identified they will be required to leave.			
Theft of cash from village hall	Employees/ Public/ Volunteers/ Performers		Cash removed from event regularly and taken to secure location. Two people transfer cash.		Low	
Spillage of hazardous substance e.g. bleach	Employees/ Public/ Volunteers/		Cleaning products (inc. beer cleaning material) stored in dedicated locked cupboard. Health and safety policy in place with instructions about what to do if incidents occur and reminders to wear protective gear when cleaning		Low	
Spilling of boiling water	Employees/ Public/ Volunteers/		Health and safety policy in place with instructions about what to do if incidents occur Reminder re not overcrowding kitchen Notice on urn re safe handling	Boiling water tap to be fitted rather than the urn	Medium	
Fire – electrical	Employees/ Public/ Volunteers/ performers		Fixed wiring periodically inspected, tested and certificated (most recently in 2016). Portable equipment tested every 5 years as a minimum. Hirers made aware		Low	

			they are responsible for their equipment on site Health and safety policy reminds hirers on good electrical hygiene and shows where all fire equipment is			
Food contamination	Employees/ Public/ Volunteers/ Performers	Only licensed outlets with hygiene certificates are allowed to sell food at village hall events. Hirers provide/sell food at their own risk	Washing facilities provided. Kitchen hygiene certified for Chatters. Beer stored in cellar and line cleaned frequently		Low	
Internet or WiFi is used in an appropriate way	Employees/ Public/ Volunteers/ Performers		internet and Wi-Fi policy in place and referred to in hiring agreement		Low	
Safeguarding issue happens with hirer	Vulnerable members of the public		Safeguarding policy in place Hirers responsible for ensuring vulnerable members of the public are protected		Low	
Something happens to a lone worker	Employees/ Volunteers		Cleaner advised to have mobile on person at all times	Lone worker policy to be implemented	Low	Policy to be in place December2024
Contractor incident			Key control so we are aware when contractors are in the building			
Accident happens with hirer	Public		Health and safety policy in place which reminds hirers of how to minimise accidents and which directs users on how to contact nearest A&E and refers to first aid kit location		Low	

Working at height	Employees/ Contractors/ Performers		Health and safety policy should be given to contractors/ performers by the person contracting them. Health and safety policy provides advice to contractors about not working at height alone		Low	
Poor storage of tables and chair	Employees/ Public/ Volunteers/ Performers		Specially designed trolleys to move chairs are available Instruction sheet on how high to stack tables and chairs is provided and on use of the Tower Health and safety policy reminds users to follow guidance		Low	
Vehicle movement – injury	Employees/ Public/ Volunteers/ Performers	Responsibility of Council	Pedestrian area only near hall		Low	