



Stanton under Bardon Parish Council

Risk Assessment Reference:	Date of Next Review
RA001	May 2025

I m p a c t	4	8	12	16
	3	6	9	12
	2	4	6	8
	1	2	3	4
Likelihood				

Risk Assessment Key

IMPACT

Insignificant	1	Minor Injury or discomfort
Minor	2	Severe injury
Serious Injury	3	Major Injury or ill health
Death	4	Death or severe disabling

LIKELIHOOD

Rare	1	May occur under exceptional circumstances
Unlikely	2	Could occur at some time
Likely	3	Should occur at some time
Highly Likely	4	Is expected to occur in most instances

RISK RATING

1-4	Further control measures required if cost effective.
5-10	Identified risks not acceptable, controls to be included in current plans
11-16	Immediate control measures required

Date of Assessment:	December 2024	Last review:	N/A
Organisation	Stanton under Bardon Parish Council		
Assessment By:	Joanne Lowe		
Project Title	Village Hall - Generic Risk Assessment		
Address:	Stanton under Bardon Village Hall, St John Cole Crescent, Stanton under Bardon, Leicestershire, LE67 9AE		

Introduction

This risk assessment has been developed to support the safety of all hirers and staff who use Stanton under Bardon Village Hall. It is essential that everyone involved reads and understands this risk assessment, which aligns with the requirements of the Health and Safety at Work Act 1974 as all users, staff, and volunteers are expected to act responsibly and safely while attending the village hall.

Please note, this risk assessment does not cover every activity that may occur within the hall and hirers are required to provide specific risk assessments for any activities they are organizing that involve additional or unique risks. The Village Hall Committee reserves the right to request a copy of the hirer's risk assessment, where necessary.

Nature of Hazard	Hazards and Who is at Risk	Evaluation			Recommended Control Measures	Reduced Risk		
		L	I	RR		L	I	RR
Slips, trips and falls	Hall users, staff, volunteers, contractors and visitors are at risk of: 1. Slippery surfaces due to spills, wet weather, or cleaning	2	3	6	<ul style="list-style-type: none"> All corridors and emergency exits must be kept clear at all times. Users are required to mop up spills immediately using cleaning materials located in the main kitchen cupboard and use the wet floor signage to warn users. Caretaker ensures cleaning occurs when no hirers are present to limit exposure. Caretaker checks regularly internal floors and car park for damage and report any findings to Parish Clerk to action repair. 	1	3	3

	<ol style="list-style-type: none"> 2. Uneven flooring or carpets that may be loose or worn 3. Poor lighting in corridors, stairways, or outdoor areas 4. Clutter or obstructions in walkways 5. Improperly secured cables or wires 6. Weather-related hazards such as mud or ice at entrances 				<ul style="list-style-type: none"> • Non-slip absorbent mats are placed at the main entrance. Hirers must only use fire exits for emergencies and not for accessing the car park. • Adequate lighting for all indoor and outdoor areas, including the car park with faulty bulbs replaced as necessary. • A grit bin is available for users to grit outdoor areas during icy weather. • Disabled parking spaces near the hall's main entrance must remain available for hirers. 			
Moving Vehicles	<p>Hall users, staff, volunteers, contractors visitors, emergency services and delivery drivers are at risk of:</p> <ol style="list-style-type: none"> 1. Collision between vehicles and pedestrians 2. Limited visibility to see vehicles in poor lighting or adverse weather conditions 3. 	3	3	9	<ul style="list-style-type: none"> • Ensure that the car park is well-lit during evening to improve visibility for both drivers and pedestrians. • Parking bays and pedestrian pathways to be clearly marked to separate vehicles and people. • Gated entrance and small size of car park prevents high speed build up • Caretaker to regularly inspect car park and reports any findings to Parish Clerk to action repair - • Grit or salt the car park during icy weather to reduce skidding risks. 	2	3	6
Hazardous substances e.g. cleaning materials	<p>Hall users, staff, volunteers, contractors and visitors are at risk of:</p> <ol style="list-style-type: none"> 1. Contact with cleaning chemicals that can cause irritation or chemical burns 2. Vapours from certain cleaning agents can cause respiratory issues 3. Risk of poisoning if cleaning materials are ingested, especially by children 	2	3	6	<ul style="list-style-type: none"> • Cleaning items intended for hirers, such as mop and bucket, anti-bacterial wipes, and general-purpose cleaners, are stored in an accessible cupboard in the kitchen. Only low-risk cleaning products are kept in this cupboard to minimize potential harm. • Higher-risk cleaning chemicals (e.g., concentrated or corrosive products) are securely stored in a locked storage room with access restricted to authorized staff only. • Provide users with personal protective equipment (PPE), such as rubber gloves, masks, and goggles • Use of hand sanitizer by children should be supervised by appropriate adult. • The Caretaker to maintain a COSHH register and updated with any new cleaning materials 	1	2	2
Electricity	<p>Hall users, staff, volunteers, contractors and visitors are at risk of:</p> <ol style="list-style-type: none"> 1. Electric shock from damaged wiring or faulty equipment 2. Fires caused by overloaded circuits or faulty appliances 3. Injuries resulting from improper use of extension leads or power tools. 	2	4	8	<ul style="list-style-type: none"> • Portable Appliance Testing (PAT) of all electrical appliances undertaken each year and certified accordingly • Fixed Wiring Testing (EICR) and fixed appliance testing (FAT) to be checked by a qualified person every 5 years and certified accordingly • All repairs undertaken by a qualified electrician • Users to check for visual signs of damage on all portable equipment before use • Unsafe items decommissioned immediately and removed to the office for repair or disposal • Hirers must ensure that any contractors (e.g., DJs, bands, caterers) are responsible for the equipment they bring into the hall and that all relevant safety checks, including PAT testing certification for their equipment, are in place. 	1	4	4

Stored / stacked equipment	Hall users, staff, volunteers, contractors and visitors are at risk of: 1. Injuries by equipment falling over 2. Strains or injuries from lifting or moving poorly stacked equipment. 3. Tripping hazards from improperly stored items	3	2	6	<ul style="list-style-type: none"> Chairs must not be stacked any higher than five to minimize the risk of tipping over. The wheeled table and chair trolleys provided must be used for transporting and storing furniture Signage displayed in storage rooms to warn users on safe stacking and storage limits. Storage instructions for chairs and tables outlined in the Terms and Conditions of use. Signage to show correct manual handling techniques for lifting displayed in storage rooms. Tables should be stored in the left hand side store room and the chairs to be stored in the middle store room when not in use to prevent trip hazards. 	1	2	2
Manual handling	Hall users, staff, volunteers, contractors and visitors are at risk of: 1. Injury from lifting, carrying, or moving heavy or awkward items (e.g., tables, chairs, equipment). 2. Risk of dropping items, causing injuries or damage to property. 3. Movement of equipment in confined spaces, leading to collisions or trips.	2	3	6	<ul style="list-style-type: none"> Provide signage in storage rooms showing basic guidance on safe manual handling techniques Users to ask for help when handling large or heavy items Provide wheeled trolleys to assist with moving heavy items. Use stackable chairs and folding tables to reduce manual handling strain. Encourage users to split loads into smaller, manageable weights. Arrange storage areas to allow easy access to items without overreaching or climbing. Keep pathways and corridors clear to prevent trips while carrying items. 	1	2	2
Burns and Scalds	Hall users, staff, volunteers, contractors and visitors are at risk of: 1. Burns or scalds from hot surfaces, boiling water, or heated appliances 2. Contact with hot surfaces while preparing food or cleaning. 3. Spillage or splashing of hot liquids during food preparation or heating. 4. Exposure to steam when opening lids or boiling water.	2	3	6	<ul style="list-style-type: none"> Ensure kettles and water urns are placed on stable, heat-resistant surfaces and away from edges. Ensure the area around the oven and hob is free from clutter and obstructions to avoid accidental contact. Provide oven gloves, heatproof mats, and long-handled utensils to reduce direct contact with hot surfaces Inspect kitchen equipment regularly to ensure it is in good working order and replace worn or damaged equipment. Place signage warning of hot surfaces near to kettles, radiators, water urns or any other appliances that may cause burns or scalds. Place signage warning of hot water around sink areas. Display first aid procedures for burns and scalds in the kitchen and ensure first aid kits are equipped with burn dressings All injuries to be reported and recorded in the accident book, with a follow-up action if necessary. 	1	2	2
Cuts and abrasions	Hall users, staff, volunteers, contractors and visitors are at risk of: 1. Cuts from sharp knives or utensils during food preparation or cleaning. 2. Risk of injury from broken glass or ceramic items, rough surfaces, broken plates, or utensils	1	3	3	<ul style="list-style-type: none"> Only adults to handle sharp kitchen equipment (e.g., knives, can openers). No knives are provided in the kitchen Any broken glass, ceramics, or chipped items must be cleaned up immediately using the dustpan and brush. Caretaker to regularly check that all surfaces (countertops, chopping boards) are free from sharp edges, rough patches, or worn-out areas that could cause cuts or abrasions. A well-stocked first aid kit is available for use in the kitchen, containing items like bandages, antiseptic wipes, and plasters for treating minor cuts. 	1	3	3

	<p>3. Risk of cuts from improperly stored equipment (e.g. knives, can openers).</p> <p>4. Risk of injury when using, washing, or storing sharp knives and cutlery.</p>				<ul style="list-style-type: none"> All incidents of cuts and abrasions must be reported and recorded in the accident book, with significant injuries reported to the Parish Clerk immediately via clerk@stantonunderbardonparishcouncil.gov.uk. 			
Misuse of facility	<p>Hall users, staff, volunteers, contractors and visitors are at risk of:</p> <ol style="list-style-type: none"> Accidental or intentional damage to the structure, furniture, or equipment. Disturbances, vandalism, or inappropriate conduct during or after events. Disturbance to nearby residents, leading to complaints or disputes. Risk of overcrowding leading to safety concerns, including fire hazards. Risk of intoxicated users causing disruption, accidents, or unsafe behaviour. Risk of unauthorized entry, theft, and potential damage to the hall and its contents. 	2	4	8	<ul style="list-style-type: none"> All hirers are required to sign and agree to the terms and conditions of hire which outlines acceptable and unacceptable uses of the village hall. Hirers are required to report any damage to Village hall staff immediately. A caretaker or volunteer checks the premises once the hirer has left to identify any damage. A deposit system is in place to cover the costs of repairs resulting from damage or misuse. Caretaker to conduct a visual check of the village hall immediately after events to check for any damage that may have occurred. The online booking system requires hirers to provide specific details about the type of event, ensuring activities are suitable for the village hall. Any non-standard or large scale event will require the hirer to submit a separate risk assessment to ensure suitability and safety. A sound limiter is in operation in the main hall and cuts power to designated plug sockets if noise levels are too high. The installation of a high definition CCTV system covering the main areas of the village hall as well as entry points to monitor and record activities. Ensure doors and windows are locked outside of operational hours and the intruder alarm is activated whenever the hall is empty The intruder alarm is serviced annually Ensure the first aid kit is available, stocked, and easily accessible. Ensure emergency exit routes, fire exits and emergency contact information are prominently displayed. Caretaker to arrive no earlier than 5 minutes before the start of one-off hires, and will wait no longer than 15 minutes for the hirer to arrive before securing the venue and leaving. Any incidents of anti-social behaviour, excessive noise, or damage must be reported to the Parish Clerk via clerk@stantonunderbardonparishcouncil.gov.uk 	4	1	4
Stackable stage	<p>Hall users, staff, volunteers, contractors and visitors are at risk of:</p> <ol style="list-style-type: none"> Falling or slipping from stacked stage components. Strain or injury from lifting, moving, or stacking stage sections. Exceeding weight limits on stage components leading to structural failure. 	2	3	6	<ul style="list-style-type: none"> Provide hirers detailed written instructions on the safe assembly and disassembly procedures. Provide signage in storage rooms showing basic guidance on safe manual handling techniques Offer proper lifting techniques to users constructing the stage. Provision of gloves to reduce the risk of trapped fingers. Clearly communicate to users the maximum weight capacity for the stage. Outline in the Terms and Conditions the prohibition jumping, running, or placing heavy equipment on the stage. Ensure the storage trolley is in good condition and used to move stage sections safely. 	1	2	2

	4. Improper assembly causing instability or unsafe conditions.							
Bouncy Castles	<p>Hall users, staff, volunteers, contractors and visitors are at risk of:</p> <ol style="list-style-type: none"> 1. Falling from the bouncy castle, resulting in bruises, sprains, or more serious injuries. 2. Overcrowding leading to excessive user load, causing the bouncy castle to become unstable. 3. Injury during the setup, transport, or inflation of the bouncy castle. 4. Structural failure or malfunction of the bouncy castle leading to injuries. 	2	3	6	<ul style="list-style-type: none"> • Hirers to ensure that bouncy castles are hired from reputable suppliers who can provide proof of safety certifications (e.g., PIPA tag) and public liability insurance cover from the supplier before setup. • It is the hirers responsibility that the supplier sets up and dismantling of the inflatable securely, including proper anchoring and inspection of equipment • Bouncy castles to be used inside the main hall only and they must be placed in the centre of the main hall to ensure sufficient clearance from walls, ceilings, and other obstacles. • Ensure users are supervised at all times to prevent rough play, excessive jumping, or dangerous activities. • Limit number on the bouncy castle at any one time according to the manufacturer's guidelines. • Ensure the first aid kit is available, stocked, and easily accessible. • Report any incidents or damage immediately to the Parish Clerk via clerk@stantonunderbardonparishcouncil.gov.uk. 	1	2	2
Legionella Disease	<p>Hall users, staff, volunteers, contractors and visitors, especially vulnerable people are at risk of:</p> <p>Severe illness or death, particularly in vulnerable individuals.</p> <p>Non-compliance with health and safety regulations can lead to fines or legal action.</p> <p>Temporary closure of the hall for investigation or remedial work</p>				<ul style="list-style-type: none"> • 			
Fire	<p>Hall users, staff, volunteers, contractors and visitors are at risk of injury, loss of life, and damage to property due to:</p> <ol style="list-style-type: none"> 1. Electrical equipment faults (e.g. heaters, lighting, or kitchen appliances) 2. Cooking accidents in kitchens 	2	4	8	<ul style="list-style-type: none"> • Maintenance contracts in place for fire alarm, sensors, emergency lighting and fire extinguishers • Functional smoke alarms with the fire alarm system tested weekly and serviced annually. • Accessible fire extinguishers that are checked monthly and serviced annually. • Fire blanket available in the kitchen • Clearly marked fire exits. • Emergency lighting systems tested every month and serviced annually • Fire doors regularly checked and kept unobstructed and functional. • Regular fire safety training for staff and volunteers. 	1	4	4

	<ol style="list-style-type: none"> 3. Improperly stored or disposed flammable materials (e.g., cleaning supplies or rubbish) 4. Candles, open flames, or unauthorized pyrotechnics 5. Overloaded power sockets or extension cords 6. Arson 				<ul style="list-style-type: none"> • Fire evacuation procedures communicated to all users as part of the Terms and Conditions of hire • PAT testing for portable appliances undertaken annually • Fixed Wiring Testing (EICR) and fixed appliance testing (FAT) to be checked by a qualified person every 10 years and certified accordingly • Secure storage for cleaning supplies and other flammable materials. • Regular waste removal by Caretaker to prevent build-up of combustibles. • No unauthorized use of open flames or fireworks as highlighted in the Terms and Conditions of hire • Fire Risk Assessment undertaken annually and maintenance logbook stored in Clerks office • Fire Evacuation Plan displayed on Village Hall noticeboard and highlighted in the Terms and Conditions of hire • Emergency Action Plan displayed on Village Hall noticeboard and highlighted in the Terms and Conditions of hire • Emergency assembly point located on car park with signage displaying location to users • Encourage event organizers to conduct their own risk assessments for non standard activities. • Online booking system requires hirers to read and agree to Terms and Conditions (including all fire safety documentation) before booking can be submitted. 			
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