

## Risk assessment template

**Company name: Umberleigh Village Hall**

**Assessment carried out by: Secretary**

**Date of next review: September 2027**

**Date assessment was carried out: 1 March 2026**

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
<b>Storage of Waste</b>	Who - Visitors, Hirers, volunteers, Maintenance personnel How - Fire	Bins emptied regularly. Advise hirers to empty bins & take away rubbish	Monitor emptying of bins.	Cleaner, Hirers	After each hire.	
<b>Smoking</b>	Who - Visitors, Hirers, volunteers, Maintenance personnel How - Fire	No smoking signs in building. Ash receptacle by entrance door. Visitors & contractors made aware of no smoking policy.				
<b>Arson</b>	Who - Visitors, Hirers, volunteers, Maintenance personnel, the Building itself. How - Fire	All doors to be locked when hall not in use. No rubbish to be left on premises after events. No flammable fuel to be stored on premises.				
<b>Electrical equipment</b>	Who - Visitors, Hirers, volunteers, Maintenance personnel,	Annual Portable Appliance Testing (PAT). Ensure all electrical				

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	the Building. How – Fire, electric shock	equipment is switched off when hall not in use. <b>5 yearly fixed wiring inspections.</b>				
<b>Slips, trips &amp; Falls</b>	Who - Visitors, Hirers, volunteers, Maintenance personnel How – Wet floors, carpet uneven. Trip hazards. Car park or entrance slope slippery.	Spillages to be cleared up. Slip resistant floor in toilets & kitchen. Carpet to be inspected for damage, wear & tear. No trailing cables in walkways. Keep walkways clear. Good lighting. Grit to be applied to car park and/or slope if necessary.	Signage to be displayed when floors cleaned & drying.	Hirers, Volunteers, Cleaner	After each hire.	
<b>Hot surfaces in kitchen &amp; heaters in hall</b>	Who - Visitors, Hirers, volunteers, Maintenance personnel How – burns, fire	Annual PAT testing. Appliances to be checked regularly for signs of wear & tear. Annual maintenance of fire safety equipment and inspection of smoke detectors. Ensure users of equipment turn off all appliances before exiting the building.				
<b>Kitchen</b>	Who – Visitors, hirers, volunteers	Ensure maintenance of kitchen equipment.				

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	How – injuries caused using knives or burns whilst cooking. Misuse of hazardous cleaning products.	Supply heat resistant gloves. Supply & maintain first aid box & accident book in kitchen. Hazardous cleaning products kept in locked cupboard				
<b>Manual Handling – moving &amp; stacking chairs, tables &amp; signage</b>	Who -Visitors, volunteers, hirers, Maintenance personnel	Trolley provided to move stacks of chairs. Chairs to be stacked no more than 9 high. Large tables to be moved by 2persons.				
<b>General Maintenance</b>	Who - Volunteers, Maintenance personnel, Contractors.	Proper equipment available (i.e. ladders) for work undertaken.	Ensure appropriate equipment is on site for the job to be done.	Committee member responsible for maintenance.	As and when required.	
<b>Car Park</b>	Who – Visitors, Volunteers, hirers How – tripping & falling	Movement activated lighting in car park. Handrails to entrances.				

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)