

**Hirers Risk Assessment revised January 2025**

**Risk Assessment prepared by William Smith**

<b>What are the hazards?</b>	<b>Who might be harmed and how</b>	<b>What are you already doing?</b>	<b>What further action is necessary</b>	<b>Action by who</b>	<b>Action by when</b>	<b>Done</b>
<b>INSIDE THE VILLAGE HALL</b>						
<b>MAIN HALL</b>						
Trips and falls giving rise to fractures, bruising etc	Anyone using the stage and falling onto the Hall floor	Hazard warning tape is fixed to the front edge of the stage.  Users are advised of the potential hazard. A safety gate is provided to allow the steps to the stage to be blocked off	None	Lettings Manager	Ongoing	Completed
Storage of tables and chairs	Users could be injured by tables or chairs	Photos showing correct storage of tables and chairs under stage are shown at the ends of the storage racks		Lettings Manager	On going	
Fire in the main Hall	Anyone using the main Hall	Fire Extinguishers installed at the back of the main Hall	None	None		Completed
<b>KITCHEN</b>						
Spillages in kitchen	Anyone using the kitchen	Conditions of hire refer to necessity to clear up all spillages.	Hirers advised where cleaning materials are stored	Lettings Manager	On going	

Accidents in kitchen	Anyone using the kitchen	First Aid kit available,	Constant checks for any hazards	Lettings Manager	On going	
Fire in the kitchen	Anyone using the kitchen	Fire Extinguisher installed in the kitchen	None	None		Completed
		Fire blankets installed in the kitchen	None	None		Completed
		Fire exit door/ key in lock	None	None		Completed
<b>CONSERVATORY/BAR AREA</b>						
Slips, trips and falls	Users of bar or conservatory	Cleaning up spillages on floor immediately.	None	Users of bar or conservatory	On going	
Broken glass or bottles	Users of bar or conservatory	Glass swept up immediately and deposited in bin	None	Users of bar or conservatory	On going	
General minor accidents in bar or conservatory area	Users of bar or conservatory	First Aid Box easily available	None	Users of bar or conservatory	On going	
Fire in the Conservatory/Bar area	Anyone using the hall	Fire extinguishers installed in the Conservatory	None	None		Completed
		Fire Exit from conservatory	None	None		Completed
<b>GENERAL</b>						
Working at heights – changing light bulbs, putting up decorations, cleaning windows etc	Anyone using the Hall preparing for an event, or e.g. replacing a bulb	A commercial step ladder with a “holding bar” is kept in the storeroom	Hirers and contractors advised that they are responsible for safe use of the step ladder, and return to the storeroom	Lettings Manager to advise hirers and contractors	On going	

		Hirers advised of HSE written guidance in storeroom	None	Lettings Manager	On going	
Use of cleaning products	The Village Hall cleaner and others risk potential skin problems or eye damage	Domestic cleaning equipment provided. Cleaning materials stored on top shelf of tall cupboard in storeroom. A high latch fitted to the cupboard to prevent access by small children	None	Lettings Manager	On going	
Electricity	Users risk electric shocks or burns from faulty equipment	Hall users advised they are responsible for equipment brought on site  Hall users advised where electrical fuse cupboard with trip switches is located	In conditions of hire	Lettings Manager  Lettings Manager	On going  On going	
First Aid kits	Minor injury or accident	First aid kits are installed in the kitchen, bar area, and a small one on the bookshelf in the main Hall	None	Lettings Manager		Completed