

Little Birch Village Hall Risk assessment

Assessment carried out by: Linda Maden & Lesley Chapman

Date of assessment: 22.1.25

Date of review of assessment: 22.1.26

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?	By when is the action needed?	Done
<p>Slips, trips and falls: Caused by uneven surfaces and uneven floors</p> <p>Entrance hall - tripping and falling due to poor lighting, poor maintenance, loose mats.</p>	Users of the hall, contractors, passers-by in car park. Potential injuries include fractures & bruising.	<p>Motion sensor outside lighting. Signs for passers-by for parking at own risk.</p> <p>Non-slip mat in entrance hall. Outside light by entrance hall.</p> <p>Newly varnished wooden floor – users advised to clear up any spillages immediately.</p>	Investigate resurfacing car park esp. where it meets the main road. Provide a disabled parking space near the double doors (fire escape). New disabled sign to be erected.	<p>Committee to obtain quotes. (KD)</p> <p>LM to purchase: GN to erect.</p>	<p>April 1st 2025.</p> <p>1st March 2025</p>	
<p>Use of Stage</p> <ul style="list-style-type: none"> Edge of stage Steps up onto stage Cable & lighting 	Users of the hall, particularly the Drama & Garden Club groups.	The steps are very heavy and do not move when in use	<p>White tape to be put around the edge of the stage. Safety check on steps to be carried out.</p> <p>Re- Assessment of whole sound system</p>	<p>Drama group</p> <p>Committee</p> <p>Quotations needed for a new system. GN</p>	<p>By the next production: 24th Jan 2026</p> <p>Yearly check.</p>	
Falling objects eg stage lighting; stacked chairs; stacked tables.	Users of the hall and performers.	<p>Notices posted:</p> <ul style="list-style-type: none"> stack the chairs in groups of 5 To be placed in rack provided Safety checks of stage lighting 	Annual check	GN	ASAP	
<p>Electrics</p> <p>Hall lighting</p> <p>Sockets</p>	All users of the hall risk shocks and burns if equipment or installation were faulty	Fixed installations have been periodically inspected, tested and certificated.	<p>EICR testing carried out</p> <p>PAT testing needs to be formalised.</p> <p>Users need to be advised that they are to be responsible for their equipment on site and advised of need to check it (particularly applies to</p>	<p>LC contacting local electrician</p> <p>LM to add to revised hiring agreement and reissue to regular hirers</p>	<p>Asap</p> <p>March 2025</p>	Inspection completed and valid 10/10/2024. Next inspection due 10/10/2029

			stage lighting and equipment) Users to be advised where main distribution board and switches are. To be put on checklist for hall use.	LM	By next committee mtg: March 13 th 2025	
Gas Heaters		Gas heaters annually serviced Last service date: 10/6/2024		LM	By 10/6/2025	
Fire	All users of the Hall who might be trapped and suffer burns and smoke inhalation.	Twice yearly fire alarm system and emergency lighting safety checks are carried out. Last service date: 30/01/2025 Fire extinguishers checked annually. Last service date: 14/11/2024 safety equipment checks Weekly check of fire alarm & extinguishers & blanket Monthly checks of emergency lighting Fire doors are checked for effectiveness regularly. Checklist given to individual hirers. Fire exits have clear signs	All fire escapes to be kept clear	LM LM LM	Due 1/08/2025 Due November 2025	Record of checks in fire safety book– next to fire alarm box.
Manual handling of equipment	All users of the Hall. Risk of back strain, injury if not handled properly	Trolley provided for tables for easy transportation to the storage cupboard.				
Hazardous substances	All users of the Hall.	These are locked away.				
Maximum capacity of hall	Users of the hall who require audiences/ and events with significant numbers	Numbers requested from hirers prior to booking. Maximum numbers for different types of events have been assessed and hirers advised accordingly.		LM LM		
Kitchen/bar area	Users of the hall		Notices to be put stating that children are not to be in the kitchens unsupervised	Committee		
Safeguarding	All users of the hall	Safeguarding policy in place on the website Hiring agreement requires all hirers to follow LBVH safeguarding policy or organisations to provide evidence of their own policy & DBS certification.	Annual review to be carried out	Committee LM to check on hiring.	ASAP Annual review	