

## Risk assessment

Aston-by-Stone Village Hall

Assessment carried out by: ES

Date of next review: October 2026

Date assessment was carried out: 30.09.2025

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>Slips, trips and falls</b>	Users of the hall and visitors to the hall.	Actively maintaining car park surfaces.	Front – no further action. Rear – future project once funds in place.	Committee	Spring 2026	
<b>Uneven surface of car park</b>	Contractors working at the hall.	Improved and maintain lighting in car park and around the hall.	No further action.			
<b>Cleaning floors</b>		Leaves cleared regularly, usually monthly. Cut back hedges and bushes around car park and drive.	Ongoing.	CW	Autumn/Spring	Ongoing
		Close parking space for disabled visitors.	No further action.			
		Mats at entrances to stop water being carried in. Mats replaced in Spring 23. New mats at entrance/exit to courtyard Autumn 2025. Corridors – storerooms keep clear.	No equipment loose or unsecured. Generally tidy. No further action.	ES/ Hirers and Committee	Autumn 2025	

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<p><b>Slips and trips during wet weather and after dark in the courtyard</b></p>	<p>All accessing the area.</p> <p>Guide leaders accessing shed after dark.</p>	<p>New lockable cupboard for better storage for items previously stored in the rear store.</p> <p>x2 Yellow spill warning boards available to use for and by hirers and volunteers to alert there is a spill. One in kitchen and one in boiler store.</p> <p>Rubber mat outside of the door.</p> <p>Advise hirers to only use during fine weather and not when icy and not after dusk.</p>	<p>No further action.</p> <p>No further action.</p> <p>Update hiring agreement</p>	<p>ES</p>	<p>August 2026</p>	
<p><b>Glass, litter and other unwanted items left in the courtyard area.</b></p>	<p>Hirers and volunteers.</p>	<p>Make hirers and volunteers aware that courtyard area should be checked before and after use, through hiring agreement, notices and hall familiarisation meetings. Litter and anything broken or unsavoury removed.</p>	<p>No further action.</p>			
<p><b>Children wander out of the courtyard area through the front or rear gate.</b></p> <p><b>Water butts be</b></p>	<p>Hirers, particularly those with children.</p>	<p>Make hirers and volunteers aware of the two gates and location of water butts.</p> <p>Ask that children are supervised in the area at all times.</p>	<p>Included in hire agreement. No further action.</p>			

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<b>pushed/misued.</b>						
<b>Work at height</b>	Users putting up decorations, contactors or users cleaning or working.	Multiple step ladders available.  Copy of HSE guidance on safe use of step ladders available in village hall file.	No further action.			
<b>Vehicle movement</b>	Pedestrians could suffer injury if struck by car entering or leaving the car park.	Assigned entrance and exit – difficult to assign - historically not assigned.  Visible notice alerting hirers to rear car park and the additional space for parking it offers.  Site well lit.  Recycling collection takes place when hall is not used by many car users.	No further action.			
<b>Hazardous substances</b>	Users and contactors could be harmed by cleaning products.	Cleaner brings own cleaning products and takes them away after each clean.  Cleaners asked to notify committee if they cannot attend and both cleaners/regular hirers asked to report any issues.	No further action.			

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		<p>A limited amount of 'domestic' cleaning materials available in the kitchen for hirers to use and in disabled loo. Communal cleaning materials located in a container on the windowsill, rather than below the sink so it's out of children's reach and available for use by responsible adults.</p> <p>Cleaners asked to return any stray communal cleaning materials to the communal box.</p> <p>Any excess/stored cleaning materials are kept in the cleaning cupboard.</p> <p>A chemical dehumidifier – Aero 360 - located in the entrance on the window shelf behind the curtain to combat damp. Not in the main hall or at level where children might access. Packaging with safety info in AVH file and safety instructions also taped to windowsill.</p> <p>Air Wick Eucalyptus &amp; Freesia 24/7 Active Fresh air freshener in ladies and gents loo. Packaging with safety info in AVH file on</p>	<p>AT to monitor stocks to ensure there is sufficient cleaning materials.</p>	<p>AT</p>	<p>Monthly</p>	

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		kitchen window sill.				
<b>Water heater/ Kettle</b>	Hirers and visitors might drink stale water.	All advised to: Run water through water heater into a jug before using and empty, rinse and refill kettle before use.	Put up a sign to ask hirers to empty kettle and rinse before use And to run some water through the water boiler before use.	JW	November 2025	Done
<b>Electricity</b>	Users risk electric shock or burns from faulty equipment or installation	Regular PAT testing. Hall users advised they are responsible for any equipment they bring into the hall.  ECIR completed every 5 years.	Annual check.  Next check due October 2030.	ES  Committee	Summer 2026	-
<b>Stored equipment</b>  <b>Equipment could be damaged or misued.</b>	Users could be injured by collapsing stacks of chairs or slipping tables.  Unknown materials stored.	Users reminded to stack tables and chairs carefully. Red chairs only 7 chairs high.  Appropriately stored equipment and clear signage.  Regular hirers reminded not to store flammables. Regular review undertaken as part of fire risk assessment.	Signage updated for chairs and piano.  Signage check and review.  Annual check.	JW  JW  JJ/JW	Autumn 2025  Spring 2026  Autumn 2025	Done.   Done

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<b>Septic Tank</b>	Overflow contaminating waterways.	Regular emptying, annually.	Annual check.	ES	Spring 2026	
<b>Manual handling</b>	Users may hurt themselves if lifting objects incorrectly, that are too heavy or awkward.	Trolleys are available and users are reminded to use trolleys in the hire agreement.	No further action.			
<b>Asbestos</b>	No known asbestos present in the building.	JW organised an asbestos survey in November 2024. No asbestos was found to be present in the building.	No further action.			
<b>Fire</b>	Users and contractors		Fire risk assessment to be reviewed.	JJ	November 2025	
<b>Unfamiliarity with site</b>	Visitors contractors and volunteers	RA regularly reviewed by management committee and is available to view on the booking portal and in AVH file in kitchen. New and casual hirers unfamiliar with the hall meet with a volunteer to show around and discuss H&S provisions.	No further action.			

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