Hazard Identification and Risk Assessment: version 1.0 approved on 02/Feb/2026

Venue: ***Bouverie Hall, Pewsey***	**Assessed By:** ***Dave Humfress***	**Date:** ***29 January 2026***
Review date	***22 January 2026***	

This risk assessment has been produced to assist all users, contractors and volunteers using the Bouverie Hall. All persons are encouraged to read and understand this document which supports the requirements of the HSWA (Health and Safety at Work etc. Act) 1974. Bouverie Hall Management have a duty of care. All users, contractors and volunteers must act safely when attending the village hall.

This risk assessment does not attempt to cover every activity undertaken by users of the hall. Where appropriate hirers will provide specific activity-based risk assessments for the activities they are responsible for. The village hall committee reserve the right to ask for a copy of a hirers risk assessment where appropriate.

Note that the Car Park and the Parish Council Office are operated and controlled by Pewsey Parish Council and the BH is not responsible for any risk therein. The Parish Council should make their own arrangements for risk assessment.

This risk assessment shall be shared with the Bouverie Hall Committee, their hirers and their contractors.

The following legend is used throughout this risk assessment

	Probability (P)	**Severity (S)**	**Risk Level (R)**	**Consequence**
	5 = Frequent 4 = Probable 3 = Occasional 2 = Remote 1 = Improbable	5 = Fatal 4 = Critical 3 = Serious 2 = Marginal 1 = Negligible	Risk level = P x S	13 – 25 = Unacceptable, significant risk. Must be eliminated or moved to a lower level. 8 – 12 = Undesirable. Must be avoided if reasonably practicable. 3 – 7 = Acceptable. Can be accepted provided that the risk is managed. 1 – 2 = Negligible. Ensure risk level is maintained.

Item	Activity / Area of hall	Hazard	Risk Assessment (Without Controls)			Controls	Risk Assessment (With Controls)		
			P	S	R		P	S	R
1	Kitchen	Spills & Slips Electrocution Burns & Scalds Faulty equipment Poor hygiene Cuts & Accidents	4	3	12	• See other sections for further detail. • Kitchen is cleaned by professional cleaners on a weekly basis but should be left clean by hirers. • Hand washing sink is clearly identifiable to users. • Kitchen management guidance should be given to BH committee members and contractors. Hirers are deemed competent at their own risk but clear instructions should be made available. • There are no sharp knives provided.	2	3	6
2	Slips, trips and falls e.g. wet floors, stairs, food and drink spills	Users of the hall could slip or trip within the premises and may suffer injuries such as fractures and bruising. Particular hazard areas: a) Steps from Fire Exit to Goddard Road b) Edge of stage and stairs to stage c) Main floor areas in hall, hallway, kitchen, toilets, and Spanswick room d) Staircases to first floor e) Staircase to toilet next to Spanswick Room	2	3	6	Hazards will be mitigated by: • Warning regarding fire exits to mention steps • No one is allowed onto any part of the stage, and the steps leading up to the stage, without express permission from the Bouverie Hall Committee • Asking users to mop up any spills immediately – mop and bucket available in kitchen and notify the hall this has occurred (NB cleaners have colour coded mops which are not made available to hirers due to likelihood of incorrect use). • Cleaners coming into the hall whilst closed which limits users being exposed to wet floors. • Ensure defective lightbulbs are replaced promptly. • No storage in corridors and escape routes. **Exits must be available when the hall is in use.**	1	3	3

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		f) Corridor behind stage g) Trailing wires from projection equipment etc				• Damaged chairs and furniture to be removed (where possible) and clearly labelled with notices 'Broken: Do Not Use'. Chairman should be informed of the damage. • Wires to be covered by mats/strip trunking stored in the Spanswick Room. • First aid box available in kitchen and foyer. These are monitored regularly for any expired items. • Complete accident book in foyer and report to the Chairman at chair@bouveriehall.co.uk			
3	Working at height e.g. changing light bulbs, repairing fixtures and fittings, hanging decorations	Anyone working at height could suffer serious injury if they fell. Stage lights are heavy and would cause severe injury if they fell on someone.	3	4	12	• It is not expected that hirers will work at height but should they do so they are responsible for their own safety arrangements. • All persons should assess the floor and surrounding area for hazards and ensure a ladder can be safely used. • When working at height, people should work with at least one other person to help secure any ladders and equipment. • Ladders should be checked before use to ensure that they are in serviceable condition and the main hall ceiling should normally be accessed via an appropriate high access platform. • No person should climb onto unstable structures to access areas out of reach. • All those working at height should refer to this guidance from the HSE before commencing any work Working at height: A brief guide (hse.gov.uk) • Any contractors working at the hall are responsible for making their own safety arrangements if working at height. • Only competent, BH approved people may add or	2	3	6

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						reconfigure the lights on the gantries. • Hirers may not add or reconfigure the lights on the gantries. • All lights on the gantries are fitted with a 'second chance' device to prevent the light falling on failure of the light's fixing.			
4	Hazardous substances e.g. cleaning materials	The cleaner and users risk skin problems from prolonged use of cleaning chemicals. Vapour may cause breathing problems from strong chemicals. Eye damage from direct contact with cleaning materials. Consumption due to contamination.	3	2	6	Cleaning materials stored in two places: a) Secure cleaning cupboard for chemicals used by the cleaner only. b) Cleaning cupboard for general use items e.g. mop and bucket. • All strong cleaning chemicals are locked away in secure cupboard only accessed by cleaner • Rubber gloves available for all hirers in the kitchen • Rubber gloves available for cleaner to use • Where possible, we do not use cleaning products marked 'irritant' • Cleaner to ensure that instructions are read carefully and products are diluted as per instructions • Never transfer products to unmarked containers • Cleaner to report any skin irritations immediately to cleaning supervisor so that treatment and alternatives can be sought.	2	1	2
5	Electricity	Users risk electric shock or burns from faulty equipment or an electrical fire is caused by faulty equipment / wiring	2	5	10	• The fixed wiring installation will be checked by a qualified person every 5 years and certified accordingly. • All repairs undertaken by a qualified electrician. • Portable equipment checked for visual signs of damage before use.	1	3	3

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						• All portable electrical equipment PAT tested annually and certified accordingly. • Hirers and contractors (DJs, bands, caterers, etc.) are responsible for any equipment they bring into the hall and must be able to show appropriate PAT testing and safety checks have been undertaken. • Unsafe items shall be decommissioned immediately and removed for repair or disposal. Any items that cannot be removed should be clearly labelled with a warning notice. • Fuse boxes are located in foyer.			
6	Stored / stacked equipment	Injury caused by stacked chairs and / or tables falling	3	2	6	• Users must stack chairs and tables on trolleys provided as per instructions (see photo on wall) - not more than 7 chairs per slot and no more than 7 tables per trolley. • Correct handling techniques for lifting to be used. Users should not lift more than 2 chairs at one time. • Trolleys should be stored in the chair store when not in use to prevent trip hazard and to avoid impeding access to fire exits. • All equipment is itemised and inspection details are logged and kept in a central register by the Chairman (or their delegate).	1	2	2
7	Manual handling	Hirers and village hall staff / volunteers may suffer back pain or experience cuts when lifting heavy or awkward objects.	2	3	6	• Correct manual handling techniques for lifting to be used. If you need to lift something manually, follow HSE advice. If in doubt, ask for help: a) Reduce the amount of twisting, stooping and reaching b) Avoid lifting from floor level or above shoulder height, especially heavy loads c) Adjust storage areas to minimise the need to carry out such movements d) Minimise carrying distances by use of trolleys	ui	2	2

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						e) Assess the weight to be carried and whether the worker can move the load safely or needs any help – maybe the load can be broken down to smaller, lighter components f) Ensure that objects being moved have no sharp edges, if they do use appropriate personal protection equipment to minimise the risk of cuts. Full guidance can be viewed on the HSE website Manual Handling: Health and Safety (hse.gov.uk)			
8	Fire	Employees and hirers may suffer heat-related injuries – smoke inhalation, fire, burns and scalds.	2	5	10	• The fire alarm is tested every week and the smoke & CO alarms monthly by a member of the committee and the log book is signed to show this has been done. • Fire Emergency Action plan displayed appropriately. No permanent phone is provided. Users should dial 999 on their mobile phone in the event of an emergency. • Fire Risk Assessment and maintenance logbook stored in foyer. • Firefighting equipment must be easily accessible and not blocked by other things. • Maintenance contract in place for annual inspection of fire alarm, sensors, emergency lighting, extinguishers. • Extinguishers available for use by responsible persons only. Do not place yourself at unnecessary risk. • Keep escape routes clear. These are inspected regularly including checks that doors open correctly. • Evacuation point is located on the far side of the car park. Responsible person to complete a rollcall of event attendees. • Fire exits clearly marked and illuminated appropriately. No posters should be placed on fire exit doors.	2	3	6

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						• Fire exits and procedure pointed out to all those present at start of events by organiser. • Events with large numbers of seated persons should have nominated fire wardens. The fire wardens shall have received appropriate instructions of what to do in the event of an evacuation. • Certificates for inspection of electrics, fire alarm, fire alarm, carbon monoxide sensor, smoke alarm sensor, emergency lighting, extinguishers etc should be on public display.			
9	Heating	Leaking of hot water CO fumes Leaking of diesel oil Legionnaires disease	2	5	15	• Annual maintenance inspection to check all these issues by a qualified engineer. • The boiler and oil tank are located well aware from areas that hirers usually frequent so risk is mitigated. • Hirers should be made aware on the booking contract what procedure to follow if any leaks are noticed.	1	4	4
10	Naked flames	Hirers light candles for their event	3	4	12	• Naked flames (including candles and tea lights) are not allowed. LED replica lights offer a safer alternative. • The Booking Manager will remind all hirers of this policy at the time of booking. • The BH Committee will extinguish any naked flames they find and remove or refuse any decorations which cause a fire hazard. • All curtains are fire retardant. • Hirers must not use any form of pyrotechnics without the express permission of the Bouverie Hall Committee	2	3	6
11	Alcohol / drugs incapacitation	Guests drink too much alcohol at an event and become abusive and / or ill	3	3	9	• Volunteers manning the bar must be sufficiently trained and aware of their responsibilities under licencing laws. • Bar staff to refuse to serve anyone they view as having	3	2	6

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						had too much alcohol. • Anyone looking under 25 will be asked for identification by bar staff (to prove they are 18 years of age). • Access to the bar area is strictly controlled by bar staff • BH committee members or Hirers may evict anyone viewed as being abusive or incapacitated and where possible, arrange for a responsible person to accompany them home. • Drugs and drug taking in the village hall is strictly forbidden, anyone found to be in possession of drugs will be asked to leave immediately and the police may be informed.			
12	Break ins / burglaries / personal safety	The hall is broken into and items stolen or vandalised Money taken from behind the bar by intruders	2	3	6	• Those leaving the building at the end of an event carrying cash should never do so alone; it should then be safely stored for collection at a convenient and safe time. • Cash should not be left in the building. • Prior to locking the exit doors all rooms and corridors should be inspected to ensure no one remains in the Bouverie Hall. • All doors are checked and secured and locked prior to the last person leaving. • Any persons responding to a fire or burglar alarm should not place themselves at unnecessary risk. • A register of all keyholders should be kept and keys returned when no longer needed. Keys should be signed for and secure in that they cannot be copied by the hirer. • Security lights should be fitted together with CCTV.	1	3	6
13	Safety	Hirers/committee members are vulnerable locking up after an event late at night. Cleaner is vulnerable when	3	4	12	• Hirers should ideally not lock up alone at the end of an event. If possible, there should be at least two persons present. • All doors to be kept locked once hirers have left if bar	2	1	2

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		working alone in the hall Booking clerk is vulnerable when meeting people alone at the hall				staff or cleaners are in the building alone to prevent people wandering in. • Committee members (including the Booking Clerk) should only meet potential hirers or contractors at the hall during key hours of operation and never late at night. They should: ○ log full details of who they are meeting at the hall in the Booking calendar ○ Communicate the details of the meeting to another committee member ○ and, if in doubt about their personal safety, request that a hall committee member accompanies them.			