



Site Name:	Red Hall
Address:	South Street, Bourne
Activity Description	Use of the Red Hall for: • Weddings, civil ceremonies, and receptions • Private parties • Community and public events • General room hire for meetings, activities, and classes
Areas covered by Risk Assessment	• Main hall Harrington Room (First Floor) • Dunbar room (First Floor) • Lady Catherine room (Ground Floor) • Catering kitchen (First Floor) • Board Room (Ground Floor) • Bourne United Charities Head Office (Ground Floor) • Toilets (male and female) • Archives Room (2nd Floor) • Storage Room (2nd Floor) • Museum (2nd Floor) • Car park for visitors and employees • Lawn area for event use or extra parking when required

Guidance

Risk assessments will be reviewed annually by Bourne United Charities to ensure hazards remain relevant and control measures remain suitable and sufficient.

ALL RISK ASSESSMENTS WILL BE KEPT AT THE REDHALL

1 – Core Hazards	Bourne United Charities to review core hazards associated with the site, any control measures required, and identify any actions needed to be undertaken to ensure control measures are implemented.
2 – Record of Briefing	Person undertaking risk assessment for Bourne United Charities to sign and date to confirm risk assessment has been briefed, and that the everyone is aware of the significant hazards associated with the site and the control measures required / in place.
3 – Regular Review	Bourne United Charities to review Red Hall risk assessment annually or sooner if there is a significant change in tasks, working environment etc. that could give rise to new hazards.

EXAMPLE RISK		Probability				
		Very High	High	Medium	Low	Very Low
Conse- quence	Very High	Very High	Very High	Very High	High	High
	High	Very High	High	High	Medium	Medium
	Medium	High	High	Medium	Medium	Low
	Low	High	Medium	Medium	Low	Very Low
	Very Low	Medium	Low	Low	Very Low	Very Low

Please Note

Example hazards and control measures provided in the table below are prompts and are not an exhaustive list of hazards and control measures.

If additional hazards and / or control measures have been identified, then please add as required within the table. Please also record any additional relevant training completed (including completion date) other than core training.

1 – Core Hazards Identified Relevant to Red Hall							
Hazards	Who Might be Harmed and How?	Risk level before controls	Control Measure(s) in Place	Risk Level after Controls	Further Action required?	Action by and who?	Date Completed
1. Slips, Trips and Falls - Indoors, Garden & Car Park	All Occupants Hazards Identified: • Lifting or frayed carpets • Loose thresholds • Trailing cables • Uneven steps or stairs • Slippery garden paths (wet/moss) • Poor lighting in car park/exterior	High	• Flooring and thresholds are inspected monthly and repaired promptly by BUC staff. • Carpet tiles fixed with industrial adhesive and edges sealed. • Extension cables to be routed behind and under furniture. • Handrail on fire exit staircase. • Garden paths swept, cleared of leaves, moss, and ice regularly. • Exterior lighting (motion) checked weekly; replaced immediately if faulty. • Signage (Warning Uneven Flooring/ mind the step) displayed in all relevant locations. • Hirer's responsible to conduct visual checks during setup.	Medium	Monthly inspections to be completed.	Facilities Administrator	Ongoing
2. Uneven Surfaces – Historic Floors, Garden, Stairs	All Occupants (especially Elderly, Disabled) Hazards Identified: • Uneven historic flooring and staircases • Uneven slabs in garden • Lack of lift access	High	• Signage (Warning Uneven Flooring/ mind the step) displayed in all relevant locations. • Hirer to be informed of large gap between each piece of wood on banister and to ensure children are supervised at all times. • Accessibility information provided to hirers at time of booking (including advice on uneven surfaces and no lift). • Garden access restricted to suitable weather and inspected by grounds staff before use.	Medium	Weekly inspections of grounds.	Grounds Team	Ongoing
3. Fire Risk – Historic Building & Kitchen Use	All Occupants Hazards Identified: • Old wiring or fittings • Cooking appliances in	High	• BS 5839-compliant fire alarm system tested weekly. • 6-monthly alarm and detector servicing by GSGB. • All extinguishers inspected weekly and serviced annually. • Emergency lighting tested monthly and fully	Medium	Weekly/ 6 monthly, annual and 5 yearly servicing	Caretaker and external contractor	Ongoing

	kitchen • Potential cluttered exits		annually by competent person. • All electrical appliances PAT tested annually; fixed wiring tested every 5 years. • Hirers inducted in fire procedures including exits, assembly point, and how to raise alarm. • Exits signed and kept clear at all times; layout check completed before every event. • If hirer's wish to use their own equipment, it must be suitably tested by a qualified and competent person within the last 12 months. (catering equipment, DJ's) • Kitchen appliances checked pre-use.				
4. Emergency Evacuation	All Occupants Hazards Identified: • Confusion during emergency • Lack of familiarity with exits	High	• Evacuation maps on all floors and at fire exits. • Evacuation plan posted on Health & Safety board. • Assembly point signposted and briefed to hirers prior to hall hire (opposite Red Hall entrance). • Hirer's designated responsible person to take charge during evacuation. • Fire drills held biannually for staff. • BUC Venue Host and BUC staff to assist when on site and record all incidents.	low	Fire drills to be held bi-annually by BUC.	Facilities administrator	Ongoing
5. Overcrowding & Inadequate Supervision	Who is at Risk: Guests, Hirers, BUC Staff Hazards Identified: • Blockage of exits • Lack of responsible adult supervision	Medium	• Capacity limit of 100 persons strictly enforced for Red Hall Hire. • Room layout guidance and room capacity provided at booking by caretaker. • All exits must remain clear; signage reminds hirers. • Hirer must nominate a responsible adult (18+) on the booking form; this person receives full safety briefing with BUC Venue Host. • BUC reserves right to terminate event if responsibilities are not met.	Low			
6. Kitchen Hazards – Hot Surfaces, Slips, COSHH	Who is at Risk: Caterers, Hirers, BUC Staff	High	• Kitchen access limited to adults (in terms and conditions of booking). • Fire blanket and extinguisher accessible, serviced yearly.	Medium			

	Hazards Identified: • Burns, slips, chemical exposure		• COSHH items stored in locked cleaners' cupboard; access for BUC staff only. Selected COSHH items are available for hirer to use. These items will be stored in the kitchen. • Hirers responsible for knife safety; no knives provided by BUC. • All caterers to be briefed on emergency procedures by hirer.				
7. Electrical Hazards – Equipment & Hired Appliances	Who is at Risk: All Occupants Risk Rating (Before Controls): Hazards Identified: • Electrocution/ Death	High	• PAT testing for all in-house equipment annually. • 5-yearly fixed installation inspection by NICEIC contractor. • Hirers using DJs or caterers must provide valid PAT certificates. • Use of extension cords permitted but hirers not to overload or daisy chain from one extension to another. • Trip guards used over all floor cables where required.	Medium			
8. Alcohol Use and Behaviour Management	Who is at Risk: Guests, Hirers, BUC employees Hazards identified • Unsafe Acts • Fighting • Abusive language/ threats • Slips, trips, falls • Injury	Medium	• Events must end by time agreed or midnight if you have hired the hall for the day. The Hall must be vacated by the end of your booking. Failure to leave the Hall by the agreed time will lead to additional cost that the hirer is responsible for. • Hirer responsible for guest conduct and behaviour. Anti-social behaviour towards BUC staff or Volunteers will not be tolerated. • BUC reserves right to refuse future bookings if policies are breached. • Glassware restricted to indoor use. • Alcohol may be consumed outside but all breakages and litter must be cleaned up by hirer. Any glass breakages must be reported to BUC Venue Host to ensure area can be checked for broken glass and hirer responsible for breakage cost.	Low	Weekly inspections of ground.	Grounds team	Ongoing

9. Use of Garden for Events or Ceremonies	Who is at Risk: Guests, Elderly, Children Hazards identified • Slips, trips, falls • Injury	Medium	• Garden inspected before events for holes, uneven terrain, or slippery surfaces. • Garden use limited to dry weather only; hirers notified if access restricted. • If marquees used, hirers must submit and follow their own risk assessment. • Garden occasionally used for overflow car parking, hirer to ensure they only do this in dry weather.	Low	Weekly inspections of ground.	Grounds team	Ongoing
10. Insect Bites, Allergies or Plants (Stings, Hay fever, etc.)	Who is at Risk: Public Hazards identified • Swelling, anaphylactic shock,	Medium	• Grounds maintained to reduce standing water and long grass where insects may nest. • Routine inspection and removal of bee/wasp nests. • First aid kit available if required.	Low			
11. Car Park – Vehicle Movement, Lighting	Who is at Risk: All occupants Hazards identified • Injury	Medium	• Car park is only used by BUC and hirer/ guests of hirer. Garden area may be used as overflow carpark. • Signs will be displayed advising private event is taking place. • Outside Lighting maintained.	Low			
12. Manual Handling – Tables, Chairs, Equipment	Who is at Risk: BUC employees, Hirers Hazards identified • Musculoskeletal injuries (sprains, back injury), slips/trips while carrying • Overexertion, hand injuries, fatigue • Repetitive strain, collision with others, dropping items	High	• Heavy items moved only by BUC staff where necessary. These lifts will be team lifts to prevent injury. • Chair trolley available for hirer to use to transport chair between rooms. • Chairs to be stacked at 8 high to minimise injury/tables above designated limits. • Tables to be carried by two people to minimise injury.	Medium	All BUC employees to receive manual handling training	Facilities administrator	Completed

13. Toilets – Cleanliness, Access, and Facilities	Who is at Risk: All occupants Hazards identified • Unsanitary conditions (health hazard) • Inadequate access (accessibility issue) • Overflow or malfunction (slip/flood risk)	Medium	• Sanitary bins in each toilet. • Periodic checks during long events. • Inspected before and after events. • “Out of Order” signage used as needed. • Sanitary bins in toilet maintained and emptied after each event.	Low			
14. Decoration & Setup Risks (Cables, Drapes)	• Trip hazards (cables, unstable stands) • Fire risk (non-compliant decorations) • Injury from unstable or overloaded display structures • Damage to venue from unauthorised fixtures	Medium	• No fixtures to walls without consent. • All cables secured with matting or tape. • Only flame-retardant decorations allowed. • No candles or open flame.	Low			
15. Noise & Neighbour Nuisance (Indoors/Outdoors)	• Complaints or legal issues from excessive noise • Disruption to local residents	Low	• Events must end by time agreed or midnight if you have hired the hall for the day. The Hall must be vacated by the end of your booking. Failure to leave the Hall by the agreed time will lead to additional cost that the hirer is responsible for. • Hirers must monitor volume and behaviour for Hall and Gardens.	Low			

			- BUC reserves right to terminate event if responsibilities are not met. - Anti-social behaviour towards our neighbours or other members of the public will not be tolerated. - BUC reserves right to refuse future bookings if policies are breached.				
16. First Aid, Minor Injury, Incident Management	- Delay in response to injuries - Lack of first aid equipment or trained personnel - Poor recordkeeping of incidents	High	- First aid kits available in hall and Kitchen. - Incident log maintained by BUC staff/venue host. Held in BUC office at the Red Hall. - Hirers briefed on emergency numbers by caretaker and location of De-Fib. - De-Fib location – Darby and Joan Hall (Entrance to Wellhead Park) and Abbey Lawns nr Football Club entrance. - All BUC staff have completed 1 day emergency at work first aid training.	Medium			
17. COSHH	- Exposure to cleaning chemicals or hazardous substances - Inhalation or skin contact injuries - Irritation to skin/eyes, inhalation of fumes	Medium	- BUC staff to ensure that they use BUC approved PPE (gloves, masks), COSHH risk assessments and safety data sheets available, proper ventilation required when using cleaning chemicals. - Chemicals to be stored in a locked secure area. All BUC chemicals are stored in the cleaners cupboard. - All BUC staff to be trained in COSHH. - All chemicals need to be stored in original labelled containers.. - Hirer's will be permitted to use the following COSHH items from BUC.	Low			

	Improper storage or labelling		- Washing up liquid - Anti bac spray These items will be stored in the Kitchen alongside their COSHH risk assessments and safety data sheets. - Hirer's will be responsible for cleaning the rooms they have used with the COSHH chemicals provided by BUC. - Fire extinguishers located in Kitchen and outside cleaners cupboard. - First aid boxes located in kitchen and Bar in Hall.				
18. Children Attending Events – Supervision	- Injuries due to lack of supervision - Access to hazardous areas (kitchen, storage, car park) - Lost or unsupervised children	Medium	- Children must be supervised at all times. - Hirer to be informed of large gap between each piece of wood on banister and to ensure children are supervised at all times. - Children are not permitted in the kitchen or cleaners cupboard. - Cars not to travel more than 10mph to ensure child safety.	Low			
19. Working at Height	- Falls from ladders or platforms (potential for serious injury) - Use of unsafe or inappropriate equipment - Untrained persons	High	- Only BUC staff trained and competent in working at height may carry out such tasks. - Only BUC staff may use BUC owned appropriate ladders/ step ladders – no makeshift climbing (e.g., chairs, tables) BUC does not permit Hirer's to use our equipment. - Hirer's need to ensure they complete safe working at height and BUC will not be able to assist.	Medium			

	attempting elevated tasks Falling objects injuring others below		- BUC staff to ensure they complete a pre-use ladders inspection before use and ladder only used on even, non-slippery surfaces - Two-person rule: one holds ladder when in use - Area below to be cordoned off or cleared when work at height is taking place - No working at height when alone in the building - Tasks requiring significant height (e.g., above 2.5m) should be contracted to professionals				
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2 – Completion of Risk assessment

Employee Name	Sallyanne Fulcher	Employee Signature		Date	06/07/2026
Trust Manager Name	Nick Legge	Trust Manager Signature		Date	14/07/2026

3 – Regular Review

Review Date	Employee Signature	Line Manager Signature	Review Comments



BOURNE
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CHARITIES
