

Hazard Identification and Risk Assessment

Venue: Levens Village Hall	Assessed By: Adam Hearnden	Date: 30.01.2026
Review date	January 2027	
<p>This generic risk assessment has been produced to assist all Trustees, users, staff and volunteers using Levens Village Hall. All persons are encouraged to read and understand this document which supports the requirements of the Health and Safety at Work Act 1974 and the specific requirements of the Management of Health & Safety Regulations 1999. This legislation determines that both employers (Trustees), employees, users and visitors have a duty of care for their own health and safety and for the health and safety of others. All employers (Trustees), employees, users and visitors must act safely when attending the village hall.</p> <p>This risk assessment does not attempt to cover every activity undertaken by users of the hall. Where appropriate hirers will provide hire specific activity-based risk assessments for the activities they are undertaking. The Levens Village Hall committee reserve the right to obtain a copy of a hirers risk assessment and to approve said risk assessment were appropriate.</p>		

	Probability (P) 5 = Frequent 4 = Probable 3 = Occasional 2 = Remote 1 = Improbable	Severity (S) 5 = Fatal 4 = Critical 3 = Serious 2 = Marginal 1 = Negligible	Risk Level (R) Risk level = P x S			Consequence 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	Slips, trips and falls e.g. wet floors, ice outside the door, disabled exit ramp, etc.	Users of the hall could slip or trip within the hall or outside spaces and may suffer injuries such as fractures and bruising. Particular hazard areas:	3	3	9	Hazards will be mitigated by: <ul style="list-style-type: none">Yellow hazard tape on the edge of stepsRequiring users to mop up any spills immediately – mop and bucket available in kitchen storeroomCleaner coming into the hall whilst closed which limits users being exposed to wet floors	2	3	6

		a) Steps in main entrance hall b) Main floor areas in main hall, lower hall, entrance halls, kitchens, toilets, washroom, storage rooms c) Main staircase d) Outside spaces e) Slope outside disabled exit from main hall				<ul style="list-style-type: none"> • Ensure all defective lightbulbs are replaced promptly to ensure adequate lighting • Roped off staircase to the upper floor to prevent access by children from lower hall and good lighting to enable users to see clearly • No storage in corridors and escape routes. All exits must be available when the hall is in use. • Damaged chairs and furniture to be removed from the hall for repair. Booking Secretary should be informed. • First aid box available in main kitchen and lower hall • Complete accident book (in kitchen) and report all significant accidents to the Chair and the nominated H&S Trustee. 			
2	Working at height e.g. changing light bulbs, repairing fixtures and fittings, cleaning windows, etc.	Anyone working at height could suffer serious injury in the event of a fall	3	4	12	<ul style="list-style-type: none"> • Where possible the use of ladders should be avoided, and alternative access methods (such as scaffolding or step-ups) should be used. • Any contractors working at the hall are responsible for making their own safety arrangements, including risk assessments and method statements if working at height. • Trustees, employees and users should assess the floor and surrounding area for hazards and ensure a ladder can be safely used. • When working at height, Trustees, employees and users should work with at least one other person to help secure any ladders and equipment. • Ladders should be checked prior to use to ensure that they are in full working order and free from obvious damage. • The main hall ceiling and loft access should only be accessed via an appropriate high 	2	3	6

						<p>access platform.</p> <ul style="list-style-type: none"> Trustees, employees and users should not climb onto unstable structures to access areas out of reach. All Trustees, employees and users required to work at height should refer to this guidance from the HSE before commencing any work Working at height: A brief guide (hse.gov.uk) 			
3	Hazardous substances (COSHH) e.g. cleaning materials	<p>The cleaner and users risk skin problems from prolonged use of cleaning chemicals</p> <p>Vapour may cause breathing problems from strong chemicals</p> <p>Eye damage from direct contact with cleaning materials</p> <p>Dermatitis or eye irritation from use of hand sanitizer</p>	3	2	6	<p>Cleaning materials are stored in the storeroom accessed from the main kitchen and in the cupboard under the sink in the main kitchen.</p> <ul style="list-style-type: none"> 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 Use of hand sanitizer by children should be supervised by appropriate adult. Cleaner to report any skin irritations immediately to cleaning supervisor so that treatment and alternatives can be sought. No materials requiring special secure storage in accordance with the COSHH regulations are stored or used in the hall. 	2	1	2
4	Electricity	Users risk electric shock or contact burns from faulty equipment and/or wiring	2	5	10	<ul style="list-style-type: none"> The fixed wiring installation will be periodically checked by a qualified person and certified accordingly All repairs undertaken by a qualified electrician 	1	3	3

						<ul style="list-style-type: none"> • All portable electrical equipment must be checked for visual signs of damage before use • All portable electrical equipment must be subject to Portable Appliance Testing (PAT) annually • 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 decommissioned immediately and removed from the hall for repair or disposal • Fuse boxes are located in the lower storeroom and the lower hall 			
5	Stored / stacked equipment	Injury caused by stacked chairs and / or tables falling	3	2	6	<ul style="list-style-type: none"> • Users must stack chairs and tables in designated storage locations as per instructions - not more than 10 chairs per stack • Correct manual handling techniques for lifting to be used. Users should not lift more than 2 chairs at one time. 	1	2	2
6	Manual handling	Trustees, employees and users may suffer a range of muscular skeletal injuries (e.g. back pain) when lifting heavy or awkward objects.	2	3	6	<ul style="list-style-type: none"> • 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: <ol style="list-style-type: none"> 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) Consider how you can minimise carrying distances 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 <p>Full guidance can be viewed on the HSE website https://www.hse.gov.uk/msd/manual-handling/index.htm</p>	1	2	2

7	Fire	Employees and hirers may suffer fire-related injuries – smoke inhalation, burns, etc.	2	5	10	A dedicated Fire Safety Risk Assessment has been carried out and published in accordance with the requirements of the Regulatory Reform (Fire Safety) Order 2005 (as amended).	2	2	4
8	Legionella	Risk of contracting Legionnaires disease from contaminated water	1	4	4	There are no mains hot water systems or hot water central heating systems, water in washrooms and kitchen is provided by local instant water heaters. These systems are not susceptible to contamination from legionella bacteria.	1	4	4

Summary

The risks to the health and safety of Trustees, employees and users of Levens Village Hall arising from exposure to the above generic hazards is assessed as tolerable. This assessment is predicated on the requirement that all identified hazard mitigation and risk control measures are employed and maintained. This Generic Risk Assessment should be reviewed annually and in the event of any accident, incident or significant near miss associated with any of the identified hazards. The annual review should take account of any relevant external sources of learning from experience and/or relevant good practice.